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ABSTRACT

The manual is intended to help students and professionals in allied health fields find resources for helping disabled students and adults and their families. The first and largest section is a directory of organizations classified according to 15 topics, including advocacy, alcoholism, blindness and visual impairment, child abuse, learning disabilities, state and federal governmental agencies, and mental health and mental retardation. Entries list address, phone number, and a brief description of the organization and its services. Following the organizations directory is an annotated listing of publications (directories, catalogs, pamphlets, and self help guides) in 12 areas, such as accessibility/travel, health care, income support programs, recreation/camps, and sex education. An access guide focuses on advocacy approaches and procedures, and considers such issues as due process, finding services, and negotiation. A legislative summary concludes the manual with references to major federal laws and regulations affecting the mentally retarded/developmentally disabled population. (CL)

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# RESOURCE DIRECTORY & ACCESS GUIDE

for

Allied Health Professionals

by

The Family Centered Program on Intervention

The Nisonger Center
A University Affiliated Facility for
Mental Retardation and Developmental Disabilities

The Ohio State University
Columbus, Ohio
June, 1981

The Project was supported by Grant Number D12AH00135-08, awarded by the Division of Associated Health Professions, Public Health Service, Department of Health and Human Services. Its contents are solely the responsibility of the Family Centered Program on Intervention Project.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

William E. Erickson

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## PREFACE

Family Centered Program on Intervention Project (FCPI) is an outgrowth of Family Centered Practicum for Developmental Disabilities Project (FCP-DD) and, as such, has adopted many of the philosophies FCP-DD acquired during its five years of working with and learning from families. FCPI was funded by H.E.W., Division of Associated Health Professions, to produce materials which will aid the student and professional in working with the family within the home setting.

The professional is seen in a supportive role to parents, who are viewed as the primary caregivers in fostering the growth and development of their children. The professional assists parents in becoming effective teachers of their developmentally disabled child. It is in this climate that the professional shares his expertise with the family.

Ten content areas were identified in order to produce training materials which cover the broad range of skills necessary to the individual working with families within the home. These content areas are:

1. OBSERVATIONAL SKILLS
2. SOCIAL-EMOTIONAL ASPECTS
3. ENVIRONMENTAL FACTORS
4. INTERPERSONAL COMMUNICATION AND RELATIONSHIPS
5. SCREENING AND ASSESSMENT
6. ACTIVITIES IN THE HOME
7. ADVOCACY
8. IDENTIFYING AND ACCESSING RESOURCES
9. TOILET TRAINING
10. FEEDING TRAINING

With the exception of this Directory/Access Guide (area #8), five categories of content are included within each training area: generic knowledge, assessment, development of treatment, implementation of treatment, and evaluation. The instructional materials are presented in modular form to facilitate presentation in a variety of teaching settings.

The structure of the Directory/Access Guide is outlined in the general introduction, p. iv.

## PROJECT STAFF

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## INTRODUCTION TO RESOURCE DIRECTORY AND ACCESS GUIDE

This is a National Resource Directory and self-help handbook. It is designed primarily to help Allied Health students and professionals as well as professionals in related fields get started finding resources and obtaining services for disabled children and adults. Parents and self-advocates will also find it a useful aid.

This volume is divided into four parts:

DIRECTORY OF ORGANIZATIONS - An annotated, alphabetized listing of national organizations providing services to the MR/DD population.

DIRECTORY OF PUBLICATIONS - An annotated, alphabetized listing of directories, catalogs, pamphlets and self-help guides for Allied Health professionals, parents and disabled individuals.

ACCESS GUIDE - A document designed to provide Allied Health professionals, social workers, professionals in other ancillary areas, parents and individuals the skills necessary to obtain services.

SUMMARY OF LEGISLATION - An annotated listing in chart form of legislation on the national level affecting the MR/DD population.

The Directory/Access Guide is a desk reference that can be used again and again to find the right resource for a client or patient. Each section is prefaced by a discussion of the criteria for listing and directions for using the material. Users should familiarize themselves with the general categories of information contained in the various sections. The editors recommend reading the Access Guide section in its entirety.

Much of the material is directed toward improving the self-help and advocacy skills of the disabled themselves, parents, and professionals. Professionals will find references to materials that they will want to recommend to or share with parents and others. Parents will find this an easy reference for appropriate resources for their child's particular handicap or disability.

The organization and resource lists are not exhaustive. They are meant to be used as a 'starting point.' As individuals use this handbook, they will find more and more resource materials. The editors strongly suggest that professionals (or parents) write to the organizations most relevant to the clients they serve or an individual situation, asking for bibliographies of additional materials. State and local organizations will have additional materials directed toward state or local programs. Specific instructions for expanding the Directory have been included in the introductions to the Directory of Organizations and Directory of Publications.

This volume is looseleaf for a reason - it should grow with the user's skills!

## INTRODUCTION TO DIRECTORY OF ORGANIZATIONS

### Criteria for Listing

The information provided in this Directory of Organizations is designed to assist in locating specific, appropriate services primarily for developmentally disabled, mentally retarded, and/or physically handicapped individuals and their families. Within this Directory are the titles, addresses and phone numbers of most of the major national agencies and organizations that routinely serve this population. The editors have also included the most current individual state listings of special education, advocacy, developmental disabilities offices, etc., in separate sections.

### Using the Directory

The Table of Contents and major headings (listed alphabetically) are meant to serve as a guide to assist the user of the Directory search for services. Many agencies, however, serve populations other than what their official title indicates. For example, the Muscular Dystrophy Association serves individuals with muscular dystrophy as well as 35 additional neuromuscular diseases. The Talking Book Service is not only for the visually impaired but is available for anyone who cannot hold a book or read a printed page for a variety of reasons. The National Association for Retarded Citizen's (NARC) main emphasis is serving the MR/DD population and their families, but NARC may be able to provide information that can be expanded or adjusted to meet specific needs of another population.

Each entry in this Directory includes the official agency/organization title, address and phone number, if available (current as of Spring, 1981), followed by a brief description and summary of major services provided. A "Services" listing is also included in the entry to assist the user in quick identification of various services provided (for example: SERVICES: Advocacy, funding, public information).

Unless one has access to a toll-free telephone line (an "800" number), or one is provided by the service agency, a written inquiry is suggested. It should be brief and to the point. Letters with specific questions are generally well accepted and, in most cases, will be answered promptly. Some of these agencies and organizations refer inquiries to local chapters which can assist individuals in locating specific local services.

### Expanding the Directory

This Directory is designed so that new entries can be easily inserted for quick reference. It may be helpful to include "how-to's" for the best way to contact a specific agency (phone call between 8 a.m. - 10 a.m., letter addressed to a specific individual, etc.). Names of specific individuals at each agency will also make subsequent contacts much easier. The direct phone number for that person should be obtained, if possible.

This Directory is meant to be a working guide that will expand and become a valuable resource through each user's individual efforts. Some good sources of new entries are:

Telephone Directory: The local phone directory is one excellent source of information on local services. The yellow page index headings may include such listings as follows:

Business Organizations - (possible one-time special project funding source)
Fraternal Organizations
Health Agencies
Human Service Organizations
Labor Organizations - (another possible funding source for special projects)
Political Organizations - (lobbying, advocacy, legislation)
Professional Organizations - (O.T., P.T., Speech, Nursing)
Religious Organizations - (may take interest in the special needs of a child or family of their faith)
Social Service Organizations
Veterans and Military Organizations - (especially if relatives served in military)
Youth Organizations and Centers - (recreation programs, peer/sibling interaction, day camp, volunteers)
Chamber of Commerce - (another excellent way to locate community resources; the Chamber can usually direct you at least to the major service agencies)

Government Agencies: Government listings are also an excellent source, but finding them may prove difficult due to variations in titling and confusion about jurisdiction. For example, Crippled Children's Services may be listed under Maternal and Child Health or Public Health. Many agencies perceived by the public to be Federal Government listings are actually listed under State or County headings. For example, the individual Welfare Departments, which may generally be perceived to be State agencies, are actually administered by the County. Key agencies and referral services are often listed near the beginning of the telephone directory. With a little patience and some imagination, these agencies can be found!

Additional Sources: Many times the local (county, city, district, etc.) Public Health Department can be the best source of information regarding specific resources and medical service providers in a given geographic area. This department also maintains lists of various agency-approved physicians and vendors (Bureau of Crippled Children's Services, MR/DD Agency, Medicare/Medicaid, etc.).

Hospital social service departments maintain constant contact with community resources. The Special Education Office of the local school district or the State Department of Special Education may also be a referral source, even if the child is not school age.

Often a phone call or letter to a related agency or a general government information listing (Federal Information Center, Ombudsman's Office at City Hall, etc.) will provide additional names and numbers. Another source of information is Closer Look (The National Information Center for the Handicapped, listed in Advocacy Section of this Directory). One of the Center's functions is to assist individuals in locating specific sources of programs and assistance in their geographic area.

ACCREDITATION AGENCIES

and

PROFESSIONAL ORGANIZATIONS

## ACCREDITATION AGENCIES

- ACCREDITATION COUNCIL FOR SERVICES FOR MENTALLY RETARDED AND OTHER DEVELOPMENTALLY DISABLED PERSONS

  5101 Wisconsin Avenue, N.W.
  Washington, DC 20016
  (202) 363-2811

  This Council was formed in 1969 for the purpose of improving services to developmentally disabled people through the voluntary program of accreditation, which is an evaluation based on nationally recognized standards. The Council sponsors accreditation workshops as well as publishes guidelines.

- COMMISSION ON ACCREDITATION OF REHABILITATION FACILITIES (CARF)

  2500 N. Pantano Road
  Tucson, AZ 85715
  (602) 886-8575

- JOINT COMMISSION ON ACCREDITATION OF HOSPITALS (JCAH)

  875 N. Michigan Avenue
  Chicago. IL 60611
  (312) 642-6061

## PROFESSIONAL ORGANIZATIONS

- AMERICAN ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION AND RECREATION PROGRAMS FOR THE HANDICAPPED

  5530 Wisconsin Avenue, Suite 995
  Washington, DC 20015
  (301) 654-5882

- AMERICAN DIETETIC ASSOCIATION

  430 N. Michigan Avenue
  Chicago, IL 60611

- AMERICAN NURSES ASSOCIATION

  2420 Pershing Road
  Kansas City, MO 64108

- AMERICAN OCCUPATIONAL THERAPY ASSOCIATION

  1383 Piccard Drive
  Rockville, MD 20850

- AMERICAN ORTHOTIC AND PROSTHETIC ASSOCIATION

  1444 N Street, N.W.
  Washington, DC 20005
  (202) 234-8400

- AMERICAN PHYSICAL THERAPY ASSOCIATION

  1156 15th Street, N.W., Suite 500
  Washington, DC 20005
  (202) 466-2070

- AMERICAN SPEECH AND HEARING ASSOCIATION

  10801 Rockville Pike
  Rockville, MD 20852
  (301) 897-5700

- NATIONAL ASSOCIATION OF REHABILITATION FACILITIES

  5530 Wisconsin Avenue, Suite 995
  Washington, DC 20015
  (301) 654-5882

- NATIONAL ASSOCIATION OF SOCIAL WORKERS

  1425 H Street, N.W., Suite 600
  Washington, DC 20005
  (202) 628-6800

ADVOCACY

Parent Support
Law
Public Information

- AMERICAN ASSOCIATION FOR THE EDUCATION OF THE SEVERELY/PROFOUNDLY HANDICAPPED

  1600 West Armory Way
  Seattle, WA 98119
  (206) 283-5055

  This is a national organization with wide membership including teachers, parents, therapists who are concerned with services and education for persons with severe handicaps.

  SERVICES: Special literature, research to advance appropriate services, personnel training.

- AMERICAN BAR ASSOCIATION

  Commission on the Mentally Disabled
  1800 M Street, N.W.
  Washington, DC 20036
  (202) 331-2240

  The Commission is a division of the American Bar Association which provides a clearinghouse for information on mental disability and the law.

  SERVICES: Publishes the Mental Disability Law Reporter.

- AMERICAN COALITION OF CITIZENS WITH DISABILITIES (ACCD)

  1200 15th Street, N.W., Suite 201
  Washington, DC 20005
  (202) 785-4265

  This consumer organization for disabled persons and organizations of disabled individuals promotes human and civil rights of, and services to, the disabled. Activities center around information collection and dissemination, monitoring of governmental programs and performance on research and training grants. The Coalition can provide Consumer Awareness Workshops and may have a local affiliate in your area.

  SERVICES: Advocacy, public information, local Chapters.

- THE CENTER ON HUMAN POLICY

  216 Ostrom Avenue
  Syracuse, NY 13210
  (315) 423-3851

  The Center on Human Policy is an advocacy organization for people with special needs. The Human Policy Press publishes and distributes information concerning the needs and rights of the handicapped.

  SERVICES: Advocacy, publications.

- CENTER FOR INDEPENDENT LIVING

  2539 Telegraph Avenue
  Berkeley, CA 94704
  (415) 841-4776

  Maintains a Disability Law Resource Center at same address.

- THE CENTER FOR LAW AND EDUCATION

  Gutman Library
  6 Appian Way
  Cambridge, MA 02138
  (617) 495-4666

  The Center for Law and Education serves as a national support center on education issues for the legal services program. Special interests include testing/ability grouping/training, special education needs and parent/community participation. Priority is given to inquiries from attorneys.

  SERVICES: Professionals, education oriented.

- CHILDREN'S DEFENSE FUND

  1520 New Hampshire Avenue, N.W.
  Washington, DC 20036
  (202) 483-1470

  A national, non-profit organization, the Children's Defense Fund provides long-range and systematic advocacy on behalf of all children. It distributes a listing of publications available on a wide range of topics including child advocacy and special education. The listing is an excellent resource for current information.

  SERVICES: Public information, publications, advocacy information.

- CITIZEN ADVOCACY DIVISION. National Association for Retarded Citizens (NARC)

  2709 Avenue E, East
  P.O. Box 6109
  Arlington, TX 76011

  The Citizen Advocacy Division of NARC is a forum for sharing information, ideas, problems and solutions. It publishes a quarterly newsletter and distributes publications useful to citizen advocacy programs.

  SERVICES: Information/Publications, Newsletter, Parent/Professional orientation.

- CLOSER LOOK (See "The National Information Center for the Handicapped")

- COORDINATING COUNCIL FOR HANDICAPPED CHILDREN

  407 South Dearborn
  Chicago, IL 60605
  (312) 939-3513

  The Council is a non-profit coalition of parents and professional groups whose purpose is to improve services to all handicapped children. It offers information and referral services to parents and assists them in obtaining diagnostic, therapeutic and educational services, conducts Parent-Helper workshops and publishes a variety of booklets and guides.

  SERVICES: Parent-Professional, referral/information source - education, publications.

- COUNCIL FOR EXCEPTIONAL CHILDREN

  1920 Association Drive
  Reston, VA 22091
  (800) 336-3728

  The Council for Exceptional Children is a national membership organization for persons who work with exceptional children. The organization has many publications available covering a broad range of topics from legislation to specialized instructional materials for exceptional children. There are several membership divisions including those focused on mental retardation, learning disabilities, gifted and early childhood. The Council maintains a special rate of membership for students. Local chapters are located in many

areas and can be found by contacting the National Headquarters. The Council also maintains a special government relations unit that may provide you with current information regarding education, etc. of handicapped children and youth.

SERVICES: Professionals, education oriented, local Chapters, publications, information resource.

- DAY CARE AND CHILD DEVELOPMENT COUNCIL OF AMERICA

  711 14th Street, N.W., Suite 507
  Washington, DC 20005
  (202) 638-2316

This is a national organization of individuals, citizens' groups, and service agencies that promotes broader public understanding and support of quality daytime services for young children. The Council serves as an information center, offers counseling on program planning, organizational techniques, and fund-raising for day care centers. A publications list is available upon request. This list may be a source of information on approved day care for special needs children.

SERVICES: Information source, agency orientation, program development, publications.

- DISABILITY RIGHTS CENTER, INC.

  1346 Connecticut Avenue, N.W., Suite 1124
  Washington, DC 20036
  (202) 223-3304

Disability Rights Center, Inc. is a public interest research organization focusing on federal enforcement and implementation of legal rights of disabled Americans. It publishes periodic updates on federal employment of the disabled whenever legislation is passed, implemented, or otherwise is of interest to disabled persons or their advocates.

SERVICES: Legal Rights advocacy, current legislation information source.

- FAMILY SERVICE ASSOCIATION OF AMERICA

  44 East 23rd Street
  New York, NY 10010
  (212) 674-6100

The Family Service Association is a private, non-profit organization that sets standards for and accredits local agencies. Through its member agencies it provides counseling, family life education and advocacy services. Member agencies may have specialized service units which work with exceptional children. Check your local phone directory for member agencies or write to the above address for listings of agencies in your area.

SERVICES: Family concerns; may have local Chapter.

- INFORMATION CENTER FOR HANDICAPPED INDIVIDUALS, INC.

  120 C Street, N.W.
  Washington, DC 20001
  (202) 347-4986

This is an information, referral, follow-along, outreach, and public advocacy service designed to identify, educate, and link handicapped persons with available resources and services. The Center serves persons with developmental disabilities or with hearing, visual, or speech impairments.

SERVICES: Referral source, special services for individuals.

- MAINSTREAM, INC.

  1200 15th Street, N.W.
  Washington, DC 20015
  (202) 833-1136
  (800) 424-8089 (toll-free)

This non-profit organization offers programs to increase public awareness of affirmative action for handicapped people, assists individual organizations in mainstreaming, and sponsors seminars on interviewing techniques and human relations training.

Through its service, Mainstream on Call (800-424-8089), it provides a TTY communications unit in order to be accessible to hearing and speech impaired persons and a toll-free WATTS line to reach out to both federal contractors and disabled consumers. In addition, confidential answers to questions arising out of federal regulations are given. This free service is available Monday through Friday, 9 a.m. to 5 p.m. eastern time.

SERVICES: Public information, special services for handicapped individuals.

- NATIONAL ASSOCIATION OF STATE MENTAL RETARDATION PROGRAM DIRECTORS, INC.

2001 Jefferson Davis Highway, Suite 802
Arlington, VA 22202
(703) 920-0700

The Association is concerned with dissemination of information to coordinators of state programs for the mentally retarded. It may serve as a resource in locating appropriate placement facilities and training programs if such program is lacking in any given area. The Association publishes two monthly newsletters - "Capitol Capsule," on legislation and federal administrative updates, and "New Directions," on innovative/model programs for the MR and other DD persons in the states. (Fee.)

SERVICES: Referral source, professional orientation.

- THE NATIONAL CENTER FOR LAW AND THE HANDICAPPED, INC.

University of Notre Dame
P.O. Box 477
Notre Dame, IN 46556
(219) 283-4536

The Center serves as a legal resource to the nation in the area of rights for handicapped citizens. Their activities focus on key issues such as the right to education, treatment and community-based services, equal employment opportunities and access to transporation and the environment. They also publish Amicus, a bi-monthly journal for public education about the rights of the disabled, and have a list of available publications on a wide area of legal concerns.

NCLH was established to insure equal protection under the law for all handicapped persons through programs of legal assistance, research activities, public education and professional awareness. It maintains a staff of attorneys and social science professionals working together to further the rights of handicapped individuals.

SERVICES: Legal resource, publication, public education.

- NATIONAL CENTER FOR YOUTH LAW

3701 Lindell Boulevard
P.O. Box 14200
St. Louis, MO 63178
(314) 533-8868

693 Mission Street, 6th Floor
San Francisco, CA 94105
(415) 543-3307

Priority interests of the National Center for Youth Law are to minimize state intervention and intrusion in low income families and advocating in

cases for least restrictive or intrusive alternative. The national policy objectives include stands to increase non-institutional alternatives for delinquent, mentally retarded, developmentally disabled or emotionally disturbed children and youth.

SERVICES: Advocacy

- THE NATIONAL CITIZENS PARTICIPATION COUNCIL, INC. (NCPC)

1620 Eye Street, N.W., Suite 609
Washington, DC 20006
(202) 293-7351

NCPC, founded in 1972, is a non-profit, nationwide organization, dedicated to promoting the ideals of citizen participation and enhancing citizen involvement in the development of federal policy for urban, small cities and rural community programming.

There is an annual membership fee of $10.00

SERVICES: Disseminates information and instructional material on federally-funded programs; conducts workshops; provides newsletter, informational booklets and other special services for NCPC members; maintains reference library/referral service.

- NATIONAL CONGRESS OF PARENTS AND TEACHERS

700 N. Rush Street
Chicago, IL 60611
(312) 787-0977

The National Congress is the largest membership organization in the United States concerned with parent education. Topical pamphlets and courses of study are available on request from the organization.

SERVICES: Parent education.

- THE NATIONAL INFORMATION CENTER FOR THE HANDICAPPED

Box 1492
Washington, DC 20013
(202) 833-4160

This is a national, federally-funded information center for parents of children with handicaps. It provides practical suggestions for dealing with the needs of children and youth with mental, physical or emotional handicaps,

including assistance in locating appropriate educational programs and special services in local areas. It distributes helpful information to professionals and students interested in working with parents of handicapped children. Free information packets are available and the organization publishes a newsletter, "Closer Look," which can also serve as a source of additional resources and related agencies, etc.

SERVICES: Parent-oriented; public information; newsletter, "Closer Look;" referral source.

- NATIONAL LEGAL AID AND DEFENDER ASSOCIATION

2100 M Street, N.W., Suite 601
Washington, DC 20037
(202) 452-0620

This is a national organization that advocates for quality legal services for the poor. NLADA provides technical assistance to and listings of local legal services programs.

SERVICES: Education, information, legislative work; services local legal service agencies.

- PARENT NETWORK

1211 Chestnut Street
Philadelphia, PA 19107
(215) 649-9292

This volunteer organization is comprised of parents of handicapped children who assist and support others who have a newly-diagnosed handicapped child. The Network cooperates with professional service agencies and makes referrals to these agencies. It conducts public education awareness programs and can also serve as a contact for local chapters in your area.

SERVICES: Parent support, public education, local Chapters.

- PARENT SUPPORT CONSULTANT SERVICE

Meyer Children's Rehabilitation Institute
University of Nebraska Medical Center
444 South 44th Street
Omaha, NB 68131
(402) 541-7602

The Parent Support Consultant Service provides the following services to parents and professionals: one and two-day workshops, consultation regarding

parent support activities, technical assistance to parent support programs, development of parent training modules, print and non-print media, speaking engagements.

Fees for services will include direct costs plus consultant fees if involved. Specific information regarding any of the above services may be obtained by contacting the agency directly.

SERVICES: Public information, program development (fee).

- PEOPLE FIRST INTERNATIONAL

  P.O. Box 12642
  Salem, OR 97309
  (503) 362-0336

People First is an organization whose aim is to provide a vehicle whereby disabled persons can learn to do things which affect their lives such as talk, listen, make decisions and get organized. People First organizations are currently in Oregon, Washington, Kansas, Nebraska and Florida.

SERVICES: Client orientation, local Chapters possible.

- PEOPLE TO PEOPLE COMMITTEE FOR THE HANDICAPPED

  1522 K Street, N.W., Suite 1130
  Washington, DC 20005

The Committee was established in 1956 to promote closer understanding and cooperation, world-wide, among the disabled. To this end, it acts as liaison and information center of services for the handicapped. People to People also publishes a comprehensive directory of organizations interested in persons with handicaps entitled, Directory of Organizations Interested in the Handicapped, available for $3.00.

SERVICES: Liaison/information center, publications.

- PRACTICING LAW INSTITUTE

  810 7th Avenue
  New York, NY 10019
  (212) 765-5700

The Practicing Law Institute has books available on the legal rights of children and MR/DD individuals. Write for a listing of current titles and prices.

- PROJECT SHARE

  11426 Rockville Pike
  Rockville, MD 20852
  (301) 468-2400

  This national clearinghouse has been established to identify and facilitate the sharing of federal, state and local experience in human service reform. The data base includes the following types of materials: published and unpublished papers, theses, research reports, evaluation and survey reports, project descriptions, descriptions of innovative practices, needs assessment methodologies and social indicator reports, operating manuals, conference proceedings, 'how to' guides, technical reports, and bibliographies.

  SERVICES: Information source.

## CROSS REFERENCE

- ADDITIONAL: Agencies/Organizations concerned with Advocacy

  - ALEXANDER GRAHAM BELL ASSOCIATION FOR THE DEAF
    (Deaf, deaf/blind)

  - ASSOCIATION FOR CHILDREN WITH LEARNING DISABILITIES
    (Learning disabilities)

  - NATIONAL ASSOCIATION FOR RETARDED CITIZENS
    (Mental retardation, mental health)

  - NATIONAL FEDERATION OF THE BLIND
    (Blind, visually handicapped)

ALCOHOLISM

- ALCOHOL AND DRUG PROBLEMS ASSOCIATION OF NORTH AMERICA

  1101 15th Street, N.W., Suite 204
  Washington, DC 20005
  (202) 452-0990

  This is a private, voluntary association of professionals in the areas of alcohol and drug abuse work.

  SERVICES: Information, education, lobbying.

- ALCOHOLICS ANONYMOUS

  468 Park Avenue S.
  New York, NY 10016
  Mail address: Box 459, Grand Central Station, New York, NY 10017
  (212) 686-1100

  Alcoholics Anonymous is a private, non-profit organization dedicated to helping alcoholics recover through a specific twelve-step program. Local groups operate world wide.

  SERVICES: Counseling, support, education.

- AL-ANON FAMILY GROUP HEADQUARTERS

  P.O. Box 182
  Madison Sq. Station
  New York, NY 10154
  (212) 481-6565

  This is a division of Alcoholics Anonymous that includes Al-Anon and Al-a-Teen, providing services for families of alcoholics.

- NATIONAL COUNCIL ON ALCOHOLISM, INC.

  733 Third Avenue
  New York, NY 10017
  (212) 986-4433

  National voluntary health agency founded to combat the disease of alcoholism. This organization concentrates on public awareness of the problems of alcoholism.

  SERVICES: Education, information, research.

• WOMEN FOR SOBRIETY

P.O. Box 618
Quakertown, PA 18951

Women for Sobriety is a self-help organization for women only. It conducts meetings for alcoholics who are women, and publishes a newsletter "Sobering Thoughts." A catalog of publications on alcoholism from a woman's perspective is available.

SERVICES: Education, information, support, counseling.

AUTISM

- NATIONAL INFORMATION AND REFERRAL SERVICE FOR AUTISTIC AND AUTISTIC-LIKE PERSONS

1234 Massachusetts Avenue, N.W., Suite 1017
Washington, DC 20005
(202) 783-0125

This service of the National Society for Autistic Children provides information on day and residential programs, camps, public school programs, facilities, organization of community services, legislation, income tax, bibliographies and current research, and how to contact parents of autistic children.

SERVICES: Referral/information resource.

- NATIONAL SOCIETY FOR AUTISTIC CHILDREN

1234 Massachusetts Avenue, N.W., Suite 1017
Washington, DC 20005

This organization focuses on the education, welfare, and cure of all children with severe disorders of communication and behavior, including infantile autism. The Society provides an extensive list of publications dealing with autistic and other emotionally handicapped children. In addition, it sends out notices of annual meetings and publishes case histories at no charge. Check your area phone directory for local chapters or write the above address for possible listings.

SERVICES: Public information, publications, local chapters.

BLIND, VISUALLY IMPAIRED

- AMERICAN FOUNDATION FOR THE BLIND

  15 West Sixteenth Street
  New York, NY 10011
  (212) 924-0420

The Foundation publishes braille, large type and recorded books, and manufacturer's aids and appliances for use by blind individuals. Through its regional offices, it assists local service agencies in developing programs and improving services to the blind.

SERVICES: Materials for individuals (blind), program development.

- AMERICAN PRINTING HOUSE FOR THE BLIND

  1839 Frankfort Avenue
  Box 6085
  Louisville, KY 40206

This is a publishing house for the blind (largest in the world), which publishes textbooks and other educational materials, develops and manufactures educational aids and appliances for their use, and conducts educational and technical research related to publishing literature for the blind. Publishing is done in braille and large type, and on talking books and recorded magnetic tapes. Catalogues of available materials may be obtained by contacting the organization.

SERVICES: Materials for blind individuals, possible source for materials for physically handicapped, recorded texts (fee for catalogue).

- NATIONAL ASSOCIATION FOR THE VISUALLY HANDICAPPED

  305 East 24th Street - 17C
  New York, NY 10010
  (212) 889-3141

This organization is the world's largest source of large print books. It provides a catalogue of large type materials for visually impaired.

- NATIONAL FEDERATION OF THE BLIND

  1800 Johnson Street
  Baltimore, MD 21230
  (301) 659-9314

The purpose of NFB is complete integration of blind individuals into society as equal members. Activities include public information, advocacy,

legal research and scholarship assistance to blind students. The national office also coordinates state and local organizations. Contact them for local listings or check your phone directory.

SERVICES: Public information, advocacy, scholarship assistance, local chapters.

- NATIONAL LIBRARY SERVICE FOR THE BLIND AND PHYSICALLY HANDICAPPED

Washington, DC 20542
(202) 882-5500

This organization administers a national program providing free library service to persons who are unable to read standard print materials because of visual or physical impairment. The materials are provided through a network of over 160 cooperating regional libraries in the United States which in turn provide direct service to individuals. To access these services, contact the local rehabilitation services commission in your area, the public library in a major city, or contact the Library of Congress directly. (See also Recordings for the Blind.)

SERVICES: Talking Book Program.

- NATIONAL SOCIETY TO PREVENT BLINDNESS, INC.

79 Madison Avenue
New York, NY 10016
(212) 684-3505

The Society is dedicated to sight-saving through the education of the public as well as the professionals in the field. It is concerned with eye health and eye safety, and offers program consultant services. Publications and films are available from the society. Local chapters are maintained.

SERVICES: Public information, vision screening, publications, local chapters.

- RADIO READERS SERVICES FOR BLIND, VISUALLY IMPAIRED, PRINT HANDICAPPED

In Ohio, this service is available for anyone who cannot read a printed page (or hold a book) for any reason (including vision, disabling illness, muscle weakness). The local newspapers and some magazines are read daily and various programs are also aired over a special radio receiver which is supplied to the individual. The receiver may be of no cost or a small donation may be solicited. Services are not dependent upon the ability to pay.

To find out if such a service exists in your area, contact the local Society to Prevent Blindness or any other program that services the blind and visually impaired.

- RECORDING FOR THE BLIND

  215 East 58th Street
  New York, NY 10022

  This service records tapes and makes them available on loan. If a particular book is not already taped, the organization has a taping service; contact for details. A catalog is available for $5.00 with supplements made available each summer. A special machine (Talking Book cassette or APH cassette) is needed to play the tapes which can be obtained by contacting the local Talking Book Program, usually found in the main branch of the library system of major cities. Contact your local librarian for further details. (See also Talking Book Program.)

  SERVICES: Materials for individuals, taping service.

- TALKING BOOK PROGRAM (See National Library Service for the Blind and Physically Handicapped)

NOTE: Other resources available locally may be utilization of inter-library loan system to obtain large print books and taped books and magazines, should your local library not carry these in normal circulation.

Many cities also have radio stations geared to reading for the blind and visually impaired. Check with local educational stations and University-affiliated stations for radio log listings with available programs of interest.

CHILD ABUSE:

Organizations

Listing of Regional Resource Centers

- THE AMERICAN HUMANE ASSOCIATION

  5351 S. Roslyn Street
  Englewood, CO 80111
  (303) 779-1400

  This is a private, voluntary organization whose goal is to promote more effective child protection programs. Many publications are available on child protection.

  SERVICES: To professionals - education, information, program planning, consultation.

- CHILD WELFARE LEAGUE OF AMERICA

  Information Services
  New York, NY 10003
  (212) 254-7410

  The League is a private, non-profit federation of child welfare agencies. It is a standard-setting agency devoted to improvement of services to children.

  SERVICES: Information, education, research.

- THE NATIONAL ASSOCIATION OF COUNSEL FOR CHILDREN

  1205 Oneida Street
  Denver, CO 80220

- NATIONAL CENTER ON CHILD ABUSE AND NEGLECT

  U.S. Children's Bureau
  P.O. Box 1182
  Washington, DC 20013
  (202) 775-8208

  This is an office of the federal government which conducts research into causes, prevention and treatment of child abuse and neglect, publishes annual directories of program and research, provides training and technical assistance to local agencies and provides financial assistance to states.

- NATIONAL COMMITTEE FOR PREVENTION OF CHILD ABUSE

  332 S. Michigan Avenue, Suite 1250
  Chicago, IL 60604
  (312) 663-3520

  The Committee is a private organization of citizens whose purpose is the prevention of child abuse. The National Committee is establishing local volunteer chapters in the states. A list of state chapters is available upon request. A publications list is available upon request.

  SERVICES: Education, public information, research.

- PARENTS ANONYMOUS

  22330 Hawthorne Blvd., Suite 208
  Torrance, CA 90505
  1-800-421-0353

  This is a national self-help program for persons with child abuse problems. Local chapters provide 24-hour service to families as a means of preventing child abuse. Group meetings bring parents together to share problems.

  SERVICES: Counseling, education.

## REGIONAL CHILD ABUSE AND NEGLECT RESOURCE CENTERS

Region I CA/N Resource Center
Judge Baker Guidance Center
295 Longwood Avenue
Boston, MA 02115
(617) 232-8390

Region II CA/N Resource Center
College of Human Ecology
Cornell University
MVR Hall
Ithaca, NY 14853

Region III CA/N Resource Center
Howard University Institute for
Urban Affairs and Research
P.O. Box 191
Washington, DC 20059
(202) 686-6770

Region IV CA/N Resource Center
Regional Institute for Social
Welfare Research
P.O. Box 152
Athens, GA 30601
(404) 542-7614

Region V CA/N Resource Center
Graduate School of Social Work
University of Wisconsin-Milwaukee
Milwaukee, WI 53201

Region VI CA/N Resource Center
2609 University Avenue
University of Texas at Austin
Austin, TX 78712
(512) 471-4067

Region VII CA/N Resource Center
Institute of Child Behavior
and Development
University of Iowa-Oakdale Campus
Oakdale, IA 52319
(319) 353-4825

Region VIII CA/N Resource Center
National Center for the Prevention
and Treatment of CA/N
1205 Oneida Street
Denver, CO 80220
(303) 321-3963

Region IX CA/N Resource Center
Department of Special Education
California State University
5151 State University Drive
Los Angeles, CA 90032
(213) 224-3283

Region X CA/N Resource Center
157 Yesler Way, #208
Seattle, WA 98104
(206) 624-5480

National Indian Child Abuse and Neglect
Resource Center of NACT, Inc.
6539 E. 31st Street, Suite 11
Tulsa, OK 74145
(918) 663-9894

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DEAF, DEAF-BLIND, HEARING IMPAIRED

- THE ALEXANDER GRAHAM BELL ASSOCIATION FOR THE DEAF

3417 Volta Place, NW
Washington, DC 20007
(202) 337-5220

This is a membership organization that encourages the teaching of speech, lip reading, and the use of residual hearing to deaf children. It provides encouragement and help to parents of deaf and hard-of-hearing children and advocates for educational and vocational facilities for deaf persons. The Association works with parents to secure educational options for their children including diagnostic and evaluation facilities, legal rights and responsibilities and due process procedures. It furnishes free information kits on speech, hearing and education of the deaf to individual parents and teachers, and may provide inservice training for regular classroom teachers for management of hearing-impaired children.

SERVICES: Parent support, teacher education/inservice, advocates for services.

- BETTER HEARING INSTITUTE

1430 K Street, N.W., Suite 800
Washington, DC 20005
(202) 638-7577

The Institute provides public service, consumer education and information concerning the hearing-impaired.

- INTERNATIONAL ASSOCIATION OF PARENTS OF THE DEAF, INC.

814 Thayer Avenue
Silver Springs, MD 20910
(301) 585-5400

IAPD is an organization for parents of deaf children. It publishes a monthly informational newsletter on raising and educating deaf and hearing-impaired children. The Association is also an information and material resource for parents. The reader may be able to locate local Chapters by writing the National office.

SERVICES: Parent support and information, local Chapters.

- JOHN TRACY CLINIC

806 West Adams Boulevard
Los Angeles, CA 90007
(213) 748-5481

The Clinic provides a correspondence learning program for Parents of Deaf-Blind Children. Services and course are provided free of charge to parents. Parent's inquiries should be directed to:

Director, Correspondence Education
John Tracy Clinic
806 West Adams Blvd.
Los Angeles, CA 90007

Include child's name and age, family's full name and address including zip code. A referring agency may include a cover letter but the initial contact is requested to come from the parents.

SERVICES: Parent education.

FEDERAL GOVERNMENT RELATED

## CIVIL RIGHTS/LEGAL ASSISTANCE

Region I (Conn., Maine, Mass., N.H., R.I., Vt.)
140 Federal Street, 14th Floor
Boston, Mass. 02110

Region II (N.J., N.Y., Puerto Rico, Virgin Islands)
26 Federal Plaza, 33rd Floor
New York, N.Y. 10007

Region III (Del., D.C., Md., Pa., Va., W. Va.)
P.O. Box 13716
Philadelphia, PA 19101

Region IV (Ala., Fla., Ga., Ky., Miss., N.C., S.C., Tenn.)
101 Marietta Street, 10th Floor
Atlanta, GA 30325

Region V (Ill., Ind., Mich., Minn., Ohio, Wis.)
300 South Wacker Drive
Chicago. Ill 60606

For Cleveland, Ohio Office, Region V:
Plaza Nine Bldg.
55 Erieview Plaza, Room 222
Cleveland, OH 44114

Region VI (Ark., La., N.M., Okla., Texas)
1200 Maine Tower Bldg.
Dallas, Texas 75202

Region VII (Iowa, Kan., Mo., Neb.)
Twelve Grand Building
1150 Grand Avenue
Kansas City, MO 64106

Region VIII (Colo., Mont., N.D., S.D., Utah, Wyo.)
Federal Bldg.
1961 Stout Street, Room 11037
Denver, Colo 80294

Region IX (Ariz., Calif., Hawaii, Nev., Guam, Trust Terr. Pac. Islands, Amer. Samoa)
100 Van Ness Ave., 14th Floor
San Francisco, Calif. 94102

Region X (Alaska, Idaho, Ore., Wash.)
1321 Second Avenue, Room 5041 MS/508
Seattle, Wash. 98101

## FEDERAL AGENCIES AND BOARDS

(The) Architectural and Transportation Barriers Compliance Board
300 C Street, S.W., Room 1010
Washington, DC
(202) 245-1591 (202) 245-1801

Arthritis Information Clearinghouse
National Institute of Health
P.O. Box 34427
Bethesda, MD 20034
(301) 881-9411

Bureau of Education for the Handicapped
U.S. Office of Education
Donohoe Bldg., Room 4030
400 Maryland Avenue, S.W.
Washington, DC 20202
(202) 245-9661 (202) 472-4825

Clearinghouse on Handicapped Individuals
Office of Information and Resources for the Handicapped
Department of Health and Human Services
Washington, DC 20202

Department of Education
Office of the Secretary
4181 Federal Office Bldg. #6
400 Maryland Avenue, S.W.
Washington, DC 20202
(202) 426-6420

Department of Housing and Urban Development
Assistant to the Secretary for Program for
Elderly and Handicapped
HUD Building
Washington, DC
(202) 755-6032

Developmental Disabilities Office
Room 3070
330 C Street, S.W.
Washington, DC 20201
(202) 245-0335

Library of Congress
Division for the Blind and Physically Handicapped
1921 Taylor Street, N.W.
Washington, DC 20542
(202) 882-5500

National Clearinghouse for Mental Health Information
National Institute of Mental Health
5600 Fisher's Lane
Rockville, MD 20857
(301) 443-4517

National Council on the Handicapped
% Office of Human Development Services
Hubert Humphrey Bldg., Room 305F
200 Independence Avenue, S.W.
Washington, DC 20201
(202) 245-6461

National Diabetes Information Clearinghouse
National Institutes of Health
Westwood Building, Room 628
Bethesda, MD 20016
(301) 496-7433

National Institute of Handicapped Research
Office of the Assistant Secretary for Human
Development Services, DHHS
Hubert Humphrey Bldg., Room 305F
200 Independence Avenue, S.W.
Washington, DC 20201
(202) 472-5233

National Institute on Alcohol Abuse and Alcoholism
Parklawn Building
5600 Fisher's Lane
Rockville, MD 20857

National Institute on Drug Abuse
Parklawn Building
5600 Fisher's Lane
Rockville, Maryland 20857

Federal Agencies and Boards (continued)

National Library Service for the Blind and Physically Handicapped
Production Section
U.S. Library of Congress
Washington, DC 20542

National Park Service
Department of the Interior
18th and C Streets, N.W.
Washington, DC 20240
(202) 343-6843

Office for Handicapped Individuals
Room 338D
200 Independence Avenue, S.W.
Washington, DC 20201
(202) 245-1961

Office of Adolescent Pregnancy Programs
200 Independence Avenue, S.W.
Washington, DC 20201

Office of Independent Living for the Disabled
Department of Housing and Urban Development
451 7th Street, S.W., Room 9106
Washington, DC 20410
(202) 755-7366

People to People Program
Committee for the Handicapped
LaSalle Building, Suite 610
Connecticut Avenue and L Street
Washington, DC 20036

President's Committee on Employment for the Handicapped
1111 20th Street, N.W.
Washington, DC 20010
(202) 653-5044

President's Committee on Mental Retardation/OHD
7th and D Streets, S.W.
Washington, DC 20201
(202) 245-7634

Federal Agencies and Boards (continued)

Programs for the Handicapped
Office for Handicapped Individuals
338D, Hubert H. Humphrey Building
200 Independence Avenue
Washington, DC 20201
(202) 245-1961

Rehabilitation Services Administration
Switzer Building
330 C Street, S.W.
Washington, DC 20201
(202) 245-8492

## RESOURCE ORGANIZATIONS

- ASSOCIATION OF UNIVERSITY AFFILIATED FACILITIES

1100 17th Street, N.W., Suite 908
Washington, DC 20036

American Association of University Programs
2033 M Street, Suite 406
Washington, DC 20036
(202) 333-7880

Many University facilities offer services to children and adults with mental retardation and other developmental disabilities (cerebral palsy, autism, epilepsy). Services vary but generally include diagnosis, evaluation, educational planning and/or referral to specialized educational or treatment facilities in the area. As each UAF may have a specific purpose or population it serves, contact the Association regarding availability and types of services in your area.

SERVICES: Referrals; specific services vary.

- DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Affairs Office
200 Independence Avenue, S.W.
Washington, DC 20201

- DEPARTMENT OF EDUCATION

Public Affairs Office
400 Maryland Avenue, S.W.
Washington, DC 20202

Formerly: UNITED STATES DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

Newly divided government agencies that plan and administer programs concerning the health, education and welfare of all children. They conduct research and evaluation of programs serving children and also provide information about services for children. Be specific about requests for information when you contact them so it can be processed by the appropriate division. They can be an excellent source of information on a wealth of topics and services available nationwide.

- REGION V DEVELOPMENTAL DISABILITIES INFORMATION AND COMMUNICATION NETWORK

Developmental Training Center
Indiana University
2853 East 10th Street
Bloomington, IN 47401

Institute for the Study of Mental Retardation and Related Disabilities
University of Michigan
130 South 1st Street
Ann Arbor, MI 48109

Nisonger Center for Mental Retardation and Developmental Disabilities
The Ohio State University
1580 Cannon Drive
Columbus, OH 43210

University Affiliated Cincinnati Center for Developmental Disabilities
University of Cincinnati
Elland and Bethesda Avenues
Cincinnati, OH 45229

Waisman Center on Mental Retardation and Human Development
University of Wisconsin
1500 Highland Avenue
Madison, WI 53706 (network office)

- SOCIAL SECURITY ADMINISTRATION

6401 Security Blvd.
Baltimore, MD 21235
(202) 472-3060

Contact this office for information about general information regarding Social Security benefits for handicapped individuals. Specific questions can be handled by local offices listed in all telephone directories under the heading "United States Government, Department of Health and Human Services."

GENERAL/HUMAN SERVICE ORIENTED

- ACADEMY OF DENTISTRY FOR THE HANDICAPPED

1726 Champa Street
Denver, CO 80202
(303) 573-0264

The Academy lists as members dentists, hygienists, assistants and other interested health professionals dealing with the handicapped patient. The purpose of the Academy is to promote high standards of dental care and treatment of physically and mentally handicapped individuals. The Academy can provide names of dentists who will treat handicapped patients on a national or local level.

SERVICES: Referral source; promotes professional awareness.

- AMERICAN RED CROSS

17th and D Streets, N.W.
Washington, DC 20006
(202) 737-8300

The American Red Cross operates through local Chapters to provide a variety of services including swimming lessons, first aid courses, babysitting and good grooming instruction. Some Chapters have established programs specifically for the handicapped, such as the adaptive aquatus programs in Licking and Pickaway counties in Ohio. Although the Red Cross was established to assist persons in need of assistance as a result of natural or man-made disasters, local Chapters provide a variety of services. Contact your local Chapter regarding current services and keep them in mind as a possible source for specific needs or new services for clients in your area.

SERVICES: Local Chapters; services vary as to locale.

- BIG BROTHERS OF AMERICA

220 Suburban Station Building
Philadelphia, PA 19103
(215) 567-2748

Through its national volunteer programs, this organization provides adult male companionship for boys, aged 6 to 18, from fatherless homes. Big Brothers of America has more than 300 member agencies in most major cities. As it operates through local Chapters, be sure to contact the one in your area regarding referrals, population served, special needs, etc.

SERVICES: Through local Chapters.

- BIG SISTERS OF AMERICA

  220 Suburban Station Building
  Philadelphia, PA 19103
  (215) 567-2748

Big Sisters provides the same services to girls as Big Brothers of America provides to boys, aged 6 to 18. Contact the local Chapter in your area (generally listed under Big Brothers) as to availability of the program.

- BOY SCOUTS OF AMERICA

  Scouting for Handicapped Division
  P.O. Box 61030
  Dallas/Fort Worth Airport Station
  Dallas, TX 75261

Boy Scouts of America provides information and guidelines for organizing Scout Troops for the mentally and physically handicapped. Check with your local Boy Scout office for available, established programs in your area and/or the potential for forming such a troop if none are available. The Boy Scouts of America office, Education Relationships Service, will furnish free literature on request and may be able to help you make contact with already established troop leaders for more advice on how-to's, etc.

SERVICES: Information and referral source.

- GIRL SCOUTS OF THE U.S.A.

  Scouting for Handicapped Girls Program
  830 Third Avenue
  New York, NY 10022
  (212) 940-7500

Girl Scouts offers opportunities for handicapped girls to participate in the regular Scouting program. Activities are adapted to suit the abilities of individual girls. Check with local Chapter for availability of such programs in your area and/or the potential for such a service to be developed. The National Organization may serve as a source of information for how-to's, already established troops nationwide or as referral source for additional information (camping programs, etc.).

SERVICES: Information and referral source.

• GOODWILL INDUSTRIES OF AMERICA

9200 Wisconsin Avenue, N.W.
Washington, DC 20014

Goodwill Industries of America and its local member organizations provide vocational rehabilitation services, training, employment and opportunities for personal growth for the handicapped, disabled and disadvantaged.

SERVICES: Client orientation, vocational, local agencies.

• THE JOSEPH P. KENNEDY, JR. FOUNDATION

1701 K Street, N.W.
Washington, DC 20006
(202) 331-1731

Creator and sponsor of the Special Olympics, a sports and recreation program for retarded children, the Foundation primarily funds research in treatment and education in the field of mental retardation. If the reader cannot find a local source for information regarding the Special Olympic program in his area, the Foundation may be able to direct him to the nearest program. (See Special Olympics listing in this Directory.)

SERVICES: Special Olympics, research funding.

• MEDIC ALERT

P.O. Box 1009
Turlock, CA 95380
(209) 632-2371

Regional Offices:

3 E. 54th St., 9th Floor
New York, NY 10022
(212) 593-0657

445 East 2nd St.
Suite 40
Salt Lake City, UT 84111

600 Courtland St.
Suite 410
Orlando, FL 32804

840 N. Lake Shore Dr.
Chicago, IL 60611

The Medic Alert Foundation International is a non-profit, charitable and tax-exempt organization founded in 1956. It provides an emergency medical information identification system for persons with hidden or special medical problems that cannot be seen or easily recognized by the public, including diabetes, cerebral palsy, special allergies (including medicines), heart conditions and seizures. The Foundation's main goals are aid in saving lives and signaling for assistance when the person wearing the Medic Alert emblem is unable to speak for him or herself in an emergency.

The service is available for a lifetime, basic membership fee of $15.00 The fee provides a metallic alerting device in the form of a bracelet or

necklace which lists the medical problem of the wearer, a wallet card, issued annually, containing personal and medical information additional to the emblem, and an Emergency Answering Service, available to all emergency personnel, 24 hours a day, via a collect telephone call from anywhere in the world. This phone service provides more complete emergency information from the computerized data bank.

There are currently over 1,500,000 members of Medic Alert with projected 2,000 new members per week in the United States

SERVICES: To individuals.

- SPECIAL OLYMPICS

Operates out of the local Board of Mental Retardation in each area. Contact them for specific information regarding participation in this program. Dates, etc., may vary in each locale. The reader should refer to listing in this section, The Joseph P. Kennedy Foundation, for address and source of information should he not be able to locate a local source.

LEARNING DISABILITIES

- THE ASSOCIATION FOR CHILDREN WITH LEARNING DISABILITIES

  4156 Library Road
  Pittsburgh, PA 15234
  (412) 931-7400

  This is a national organization of professionals and parents of children with learning disabilities which works to improve educational opportunities for children and adults. ACLD has 50 state affiliates with more than 775 local Chapters (check your area for further local resources). ACLD serves as an information and referral system, aids in school program development, is active in legislation pertaining to children with learning disabilities, sponsors conferences, and publishes literature, handbooks, and a newsletter. It can also provide assistance in forming a local Chapter if one is not available in your area.

  SERVICES: Information/referral system, program development, advocacy, publications, local Chapters.

- NEW YORK INSTITUTE FOR CHILD DEVELOPMENT

  205 Lexington Avenue
  New York, NY 10016
  (212) 686-3630

  The Institute's main focus is on investigation of the medical, biochemical, nutritional, and functional disorders that cause hyperactivity and learning difficulties. The Institute can provide checklists and information concerning treatment programs designed by the Institute staff.

  SERVICES: Research, information to parents and professionals.

- ORTON SOCIETY, INC.

  8415 Bellona Lane
  Towson, MD 21204
  (301) 296-0232

  The Society is a national, non-profit organization committed to the study, treatment and prevention of the problems of dyslexia. A list of publications, reprints and tapes is available. There are, to date, 22 states or regions with affiliating chapters. This listing may be obtained by contacting the Orton Society headquarters in Maryland.

  SERVICES: Specific to dyslexia; local Chapters.

MENTAL HEALTH, MENTAL RETARDATION

- AMERICAN ASSOCIATION ON MENTAL DEFICIENCY

5101 Wisconsin Avenue, N.W., Suite 405
Washington, DC 20016
(202) 686-5400 or 1 - (800) 424-3688

The Association is a national organization with over 12,000 professional members representing a variety of interests and disciplines dealing with many types of developmental disabilities. Its objectives are to effect the highest standards of programming for the mentally retarded and to educate the public to better understand, accept and respect the mentally retarded.

SERVICES: Public information, program planning.

- DOWN'S SYNDROME CONGRESS

1802 Johnson Drive
Normal, IL 61761
(309) 452-5556

The Congress is a national organization of parents and professionals formed to promote the welfare of those with Down's Syndrome. Its purpose includes developing a better understanding of Down's Syndrome by the public and to advise and aid parents of Down's Syndrome children.

SERVICES: Public information, advocacy, education.

- NATIONAL ASSOCIATION FOR DOWN'S SYNDROME

Box 63
Oak Park, IL 60303

This is a non-profit organization of parents and professionals formed in 1960. It acts as a clearinghouse of information on Down's Syndrome, including education, recreation, occupation, rehabilitation, research and legislation. The Association sponsors an early parent support program and a speaker's bureau. It also has an extensive bibliography of resources - books and pamphlets - available for the asking.

- NATIONAL ASSOCIATION FOR MENTAL HEALTH, INC.

  1800 N. Kent Street
  Rosslyn, VA 22209
  (703) 528-6405

  This is a national organization that monitors legislation at all levels of government having to do with the welfare of mentally ill children. It also provides education for parents and teachers, helping them to recognize early danger signals. Local groups of NAMH offer information about mental health services. Free pamphlets are available.

  SERVICES: Monitors legislation, parent/teacher education, local Chapters.

- NATIONAL ASSOCIATION OF PRIVATE RESIDENTIAL FACILITIES FOR THE MENTALLY RETARDED

  6269 Leesburg Pike, Suite B-5
  Falls Church, VA 22044

  NAPRFMR focuses primarily on federal legislation and regulations which impact upon the delivery of private residential services to people who are developmentally disabled.

  The Association currently represents over 450 agencies and homes in 46 states and the District of Columbia. These range in size from family care homes serving just one or two people to large agencies which serve one or two hundred people at one or many locations.

  SERVICES: Lobbying, information, group insurance.

- NATIONAL ASSOCIATION FOR RETARDED CITIZENS (NARC)

  P.O. Box 6109
  2709 Avenue E, East
  Arlington, Texas 76011
  (817) 261-4961

  NARC is a national organization with state and local affiliates dedicated to improving welfare, education, habilitation, and recreation for the mentally retarded of all ages. It sponsors research into the causes and prevention of mental retardation. It provides help to parents and other individuals, organizations and communities in joint problem solving.

  NARC emphasizes services and advocacy at the local level, providing assistance to parents and other individuals, organizations and even communities

as a whole in joint problem solving. NARC also works in collaboration with the President's Committee on Mental Retardation, U.S. Department of Health and Human Services, U.S. Department of Education, and the U.S. Congress. Publications list and information packets are available from NARC. Be sure to contact your local organization for information regarding services and programs in your area.

- NATIONAL ASSOCIATION OF STATE MENTAL RETARDATION PROGRAM DIRECTORS, INC.

  2001 Jefferson Davis Highway
  Arlington, VA 22202
  (702) 920-0700

  This is a non-profit organization dedicated to improved and expanded public services to mentally retarded children and adults. Major aims are to facilitate the exchange of information between states on the most advanced methods of training and care for the retarded, and to represent interests of State Directors on the national level. Services are geared to Directors rather than general public but could prove to be a source of information (documentation of available services, etc.).

  SERVICES: Information exchange - professionals.

- NATIONAL INSTITUTE FOR MENTAL HEALTH

  5600 Fishers Lane
  Rockville, MD 20852
  (202) 443-4515

  The Institute is a government agency that provides information and services (information clearinghouse) in the following areas of mental illness in adults and children: early childhood development, alcoholism, child abuse, and depression. It also issues a Directory of walk-in services in some areas and a list of publications. At the community level, NIMH funds mental health and drug abuse clinics.

  SERVICES: Information clearinghouse, funding source local clinics, publications.

- THE PRESIDENT'S COMMITTEE ON MENTAL RETARDATION

U.S. Department of Health and Human Services
7th and D Streets, S.W.
Washington, DC 20201
(202) 472-1667

The Committee advises the President on current programs for the mentally retarded, recommends federal action when needed, promotes coordination and cooperation among public and private agencies, stimulates individual and group action and promotes public understanding. Information pamphlets on national programs, etc. are available by writing to the above address.

SERVICES: Advisory capacity, public information.

ORGANIZATIONS CONCERNED WITH GENERAL HANDICAPPING CONDITIONS

- AMERICAN DIABETES ASSOCIATION

600 Fifth Avenue
New York, NY 10020
(212) 541-4310

This is a national organization that encourages education and research in diabetes, and seeks to educate the public in the early detection of diabetes. It provides help to the patient that will assist in better understanding the condition. Local affiliates sponsor meetings and camps for diabetic children. The Association also makes available books, a bi-monthly magazine, a cookbook and a programmed course of instructions.

SERVICES: Public education/research, publications, local Chapters/services.

- AMERICAN HEART ASSOCIATION

National Center
7320 Greenville Avenue
Dallas, TX 75231
(214) 750-5300

The American Heart Association's purpose is to combat crippling and fatal results of heart and blood vessel diseases. Local Chapters are dependent upon support of volunteers and funding comes from donations from the general public. Through research, community programs including screening and CPR instruction, and educational programming, they hope to generate an awareness of the problems of heart disease. Local Chapters are generally able to provide speakers, films and written material.

SERVICES: Research, community awareness, screening programs, local Chapters.

- AMERICAN LUNG ASSOCIATION

1740 Broadway
New York, NY 10019
(212) 245-8000

This is an organization that provides information and referral through local affiliates concerning asthma and other respiratory diseases. Information is available to school and medical personnel who work with asthmatic children. Local Chapters may be listed in the phone directory under several headings.

SERVICES: Information, referral source.

- ASTHMA AND ALLERGY FOUNDATION OF AMERICA (formerly Allergy Foundation of America)

  19 West 44th Street
  New York, NY 10036
  (212) 921-9100

  The Foundation is a national voluntary health agency that brings together the public, the medical profession, research scientists and public health workers to help solve health problems related to allergic diseases. The Foundation promotes facilities for research and clinical training, provides information to the public and cooperates with many professionals and organizations in the development of facilities to prevent and treat allergies. Publications are available on request. There may be a local Chapter in your area.

  SERVICES: Public information, research, local Chapters, publications.

- CYSTIC FIBROSIS FOUNDATION

  6000 Executive Blvd., Suite 309
  Rockville, MD 20852
  (301) 881-9130

  This voluntary health agency is dedicated to research and clinical care for children with cystic fibrosis and other lung-damaging diseases including asthma, chronic bronchitis, bronchioectosis, childhood emphysema and malabsorption problems. The Foundation conducts public and professional educational programs, sponsors medical and scientific symposiums, is a clearinghouse for grants and information, and is a source of assistance for local Chapters, including referrals to local agencies for financial aid. Local Chapters arrange for loan of therapy equipment and make referrals to cystic fibrosis treatment centers.

  SERVICES: Public and professional education, research grants, referral source, local Chapters.

- THE EPILEPSY FOUNDATION OF AMERICA

  1828 L Street, N.W.
  Washington, DC 20036
  (202) 293-2930

  This is a national health agency concerned with the problems and needs of those who are afflicted with epilepsy. It conducts programs in the areas of research, public and professional education, and patient services. It provides an information and referral service and also assists in direction of

inquiries to the local Chapter in your area. Free literature is available from the local and national offices on request.

SERVICES: Research, public/professional education; local Chapter provides local resource information.

- LEUKEMIA SOCIETY OF AMERICA, INC.

  800 Second Avenue
  New York, NY 10017
  (212) 573-8484

  The Society is a national voluntary health organization whose objective is to control and check leukemia through research, education and service. Local Chapters in 24 states and the District of Columbia offer counseling, guidance, and aid to patients and families. The Society also provides a variety of literature.

  SERVICES: Specific to leukemia, patients and families; local Chapters available.

- NATIONAL AMPUTATION FOUNDATION

  12-45 150th Street
  Whitestone, NY 11357
  (212) 767-0596

  Founded in 1919 by a group of amputee veterans of World War I, the Foundation now serves veteran amputees as well as civilian amputees. Serving the adult population primarily, it may provide resources to individuals who have experienced traumatic/accidental amputations or to professionals who provide therapy services to this population. Various publications and pamphlets are available by writing the organization.

- THE NATIONAL GENETIC FOUNDATION

  555 West 57th Street, Room 1240
  New York, NY 10019
  (212) 586-5800

  This is an organization which makes an effort to control and check hereditary diseases through research, treatment, and prevention and counseling in genetic disorders. It acts as a referral office for many genetic counseling and treatment centers located throughout the country. It also can provide

information about genetic counseling services available locally. The Foundation publishes a yearly catalogue of educational materials. All services are provided free of charge.

SERVICES: Research, treatment, prevention and counseling; referral source for available local services; educational services.

- NATIONAL HEMOPHILIA FOUNDATION

  25 West 39th Street
  New York, NY 10018
  (212) 869-9740

- NATIONAL KIDNEY FOUNDATION

  2 Park Avenue
  New York, NY 10016
  (212) 889-2210

This is an organization that works for the control of kidney disease in children and adults through research, education and services. Local Chapters provide drug banks and renal clinics as well as raise funds, provide information to the public and serve as a support group. Literature is also available from the Foundation including information on organ donations.

SERVICES: Research, public information; local Chapters coordinate special services.

PHYSICALLY HANDICAPPED

- THE ARTHRITIS FOUNDATION

  3400 Peachtree Road, N.E.
  Atlanta, GA 30326
  (404) 266-0795

  The Foundation seeks to control arthritis and rheumatism through education, research and services. It refers people to local treatment clinics and answers questions pertaining to particular types of arthritis and rheumatism. It provides educational literature and films of particular interest and information regarding juvenile rheumatoid arthritis. Local Chapters are located nationwide and can be very helpful in referral to available resources and services in your area.

  SERVICES: Education, research, local services and Chapters.

- DYSAUTONOMIA FOUNDATION, INC.

  370 Lexington Avenue
  New York, NY 10017
  (212) 889-0300

  The Foundation is a voluntary, fund raising organization which promotes research into this genetic disorder of the autonomic nervous system. It also publishes and distributes information to the public.

  SERVICES: Research, public information.

- FRIEDRICH'S ATAXIA GROUP IN AMERICA, INC.

  P.O. Box 11116
  Oakland, CA 94611

  This group supports research and public education in Friedrich's Ataxia, a genetic disorder of the nervous system. Children and adults with this disorder are eligible for care under the Muscular Dystrophy and Easter Seals service programs. Contact your local Muscular Dystrophy Association for details and further information.

  SERVICES: Research and public education.

- MUSCULAR DYSTROPHY ASSOCIATION OF AMERICA, INC.

  810 7th Avenue
  New York, NY 10019
  (212) 586-0808

  This Association is concerned with research into the cause, prevention and cure of muscular dystrophy and 35 other related neuromuscular diseases. Local Chapters provide patient services. Included in these services are special clinics, aids to daily living, and counseling and referral service. A multitude of services are paid for by the MDA. Check with local Chapter for complete list of diagnoses and services covered under MDA funding. Public and professional educational materials are available from the Society and its Chapters.

  SERVICES: Research, funding, referral to local services, public and professional education.

- NATIONAL CENTER FOR A BARRIER-FREE ENVIRONMENT

  1140 Connecticut Avenue, N.W., Suite 1006
  Washington, DC 20036
  Toll-free (800) 424-2809

  The Center provides information referral service to locate individuals with experience in barrier-free design in your geographic location and other information regarding architectural accessibility. It is currently in the process of compiling a directory of Accessibility Assistance.

  SERVICES: Information/referral.

- NATIONAL EASTER SEAL SOCIETY FOR CRIPPLED CHILDREN AND ADULTS

  2023 W. Ogden Street
  Chicago, IL 60612
  (312) 243-8400

  The Society seeks to meet the problem of crippling through direct care and treatment; research into causes, prevention, and alleviation of handicaps; and education of parents, professional workers, employers, and the public. It provides a catalogue that lists articles, pamphlets, and books covering many areas of service to the handicapped. Local affiliates may offer equipment loans and clinics, and act as a referral agent to other resources and services available in the community. Local Chapters may also sponsor day and/or residential camps during the summer months.

  SERVICES: Research, education-parent, professional, treatment facilities, publications; local Chapter services vary.

- NATIONAL FOUNDATION OF THE MARCH OF DIMES

1275 Mamaroneck Avenue
White Plains, NY 10605
(914) 428-7100

The Foundation provides information on scientific research, birth defect treatment centers, and professional and public education in the fields of birth defects and prenatal care. The Foundation also issues a list of publications, pamphlets, audiovisual kits, and films for use by groups or individuals. March of Dimes supports local and regional medical service programs, professional education and public information programs, and funds research at the University medical programs.

Local Chapters are located nationwide. Check your area for special services and available programs, including March of Dimes sponsored summer programs.

SERVICES: Research, public information, funding of local services.

- NATIONAL MULTIPLE SCLEROSIS SOCIETY

205 East 42nd Street
New York, NY 10017
(212) 986-3240

This is an organization concerned with research into the cause, prevention and cure of multiple sclerosis. Local Chapters provide patient services including special clinics, counseling and referral services. Educational materials are available to the public and professionals from the Society and its Chapters. Local Chapters are your best source of available services, as services do vary across the nation.

SERVICES: Research, educational materials, local Chapters/services.

- NATIONAL TAY-SACHS AND ALLIED DISEASES ASSOCIATION

122 East 42nd Street
New York, NY 10017
(212) 661-2780

This organization supports programs of detection, prevention and research into Tay-Sachs and allied diseases. It provides educational literature, serves as a referral agency, promotes mass screening programs and legislation, sponsors research and symposia, and provides counseling to families.

SERVICES: Public information, referral agencies, counseling to families.

- NATIONAL TUBEROUS SCLEROSIS ASSOCIATION

  P.O. Box 159
  Laguna Beach, CA 92652
  (714) 494-8900

  N.T.S.A. was organized in 1975 to locate and identify victims of tuberous sclerosis; promote genetic research; provide counseling and share information and resources. Services to members include current bibliographies, a quarterly newsletter and local referral.

  SERVICES: Promote research, counseling, public information, newsletter.

- OSTEOGENESIS IMPERFECTA FOUNDATION, INC.

  632 Center Street
  Van Wert, OH 45891

  The purposes of O.I.F. are to initiate and support research into this genetic bone disease and to gather and disseminate current information to patients and their families and to concerned professionals. It may also serve as a referral to local services in your area. A newsletter, "Breakthrough," is published four times per year.

  SERVICES: Research, information dissemination, referral source.

- SPINA BIFIDA ASSOCIATION OF AMERICA

  343 South Dearborn Street, Suite 319
  Chicago, IL 60604
  (312) 663-1562

  This is a national voluntary organization providing educational materials, a newsletter, and seminars about spina bifida.

  SERVICES: Public information, education, referral to local Chapters.

- TOURETTE SYNDROME ASSOCIATION

  4240 Bell Plaza Bldg.
  Bayside, NY 11361
  (212) 224-2999

  This Association assists diagnosis by publicizing symptoms of the disease, provides an information exchange, and supports research. Contact it for information regarding possible local services, support groups, etc. in your area.

  SERVICES: Public information, research.

- UNITED CEREBRAL PALSY ASSOCIATIONS, INC.

  66 East 34th Street
  New York, NY 10016

  This is a national voluntary health organization dedicated to seeking solutions to the multiple problems of cerebral palsy, with local affiliates providing direct services to individuals.

  SERVICES: Professional service programs, research and training, infant care centers, government activities and public education/information.

- UNITED OSTOMY ASSOCIATION, INC.

  1111 Wilshire Blvd.
  Los Angeles, CA 90017
  (213) 481-2811

  The national Association and its 525 local Chapters unite to provide a central organization of information and services to persons whose medical needs have necessitated colostomy, ileostomy or urinary diversion surgery.

  SERVICES: Public information, rehabilitation, membership information clearinghouse, local Chapters.

STATE GOVERNMENT AGENCIES*

*Courtesy U.S. Government Printing Office

## CRIPPLED CHILDREN'S STATE SERVICES

Alabama Crippled Children's Svcs.
2129 East South Blvd.
Montgomery, Alabama 36111
(205) 281-8780

Alaska State Dept. Health and Social Svcs.
Family Health Section
Pouch H, Health & Welfare Bldg.
Juneau, Alaska 99801
(907) 465-3100

Arizona State Crippled Children's Hospital
200 North Curry Road
Tempe, Arizona 85281
(602) 244-9471

Arkansas Dept. Social and Rehabilitative Svcs.
Arkansas Social Svcs.
Crippled Children's Section
P.O. Box 1437
Little Rock, Arkansas 72203
(501) 371-2277

California State Dept. of Health
Crippled Children's Svcs. Sec.
741-744 P Street
Sacramento, California 95814
(916) 322-2090

Colorado Dept. of Health
Handicapped Children's Program
4210 East 11th Avenue
Denver, Colorado 80220
(303) 388-6111

Connecticut State Dept. of Health
Crippled Children's Section
79 Elm Street
Hartford, Connecticut 06115
(203) 566-5425

Delaware Bur. of Personal Health Svcs.
Division of Public Health
Jesse Cooper Memorial Bldg.
Capital Square
Dover, Delaware 19901
(302) 678-4768

D.C. Dept. of Human Resources
Maternal and Child Health and Crippled Children's Svcs.
1875 Connecticut Ave., N.W.
Washington, DC 20001
(202) 673-6670

Florida Dept. of Health and Rehabilitative Svcs.
Children's Medical Svcs. Program
Building 5, 1323 Winewood Blvd.
Tallahassee, Florida 32301
(904) 487-2690

Georgia Dept. of Human Resources
Division of Physical Health
Crippled Children's Unit
618 Ponce de Leon Ave., N.E.
Atlanta, Georgia 30308
(404) 894-4081

Hawaii State Dept. of Health
Crippled Children's Svcs. Branch
P.O. Box 3378
Honolulu, Hawaii 96801
(808) 548-5830

Idaho State Dept. of Health & Welfare
Bureau of Child Health
Crippled Children's Svcs.
State House
700 West State Street
Boise, Idaho 83720
(208) 384-2136

Illinois Div. Svcs. Crippled Children
540 Iles Park Place
Springfield, Illinois 62718
(217) 782-7001
FTS: 8-956-7001

Indiana State Dept. of Public Welfare
Div. of Svcs. for Crippled, Rm 701
100 North Senate Avenue
Indianapolis, Indiana 46204

Iowa State Svcs. for Crippled Children
University of Iowa
Iowa City, Iowa 52242
(319) 353-4431

Kansas State Dept. Health and Environment
Bureau of Maternal & Child Health
Topeka, Kansas 66620
(913) 862-9360 ext. 437

Kentucky State Dept. of Human Resources
Bureau for Health Services
275 East Main Street
Frankfort, Kentucky 40601
(502) 564-4830

Louisiana Dept. of Health/Human Resources
Handicapped Children's Program
P.O. Box 60630
New Orleans, Louisiana 70160
(504) 568-5048

Maine Division of Child Health
Department of Human Resources
State House
Augusta, Maine 04330
(207) 289-3311

Maryland Dept. Health & Mental Hygiene
Preventative Medicine Admin.
Division of Crippled Children
201 West Preston Street
Baltimore, Maryland 21201
(301) 383-2821

Massachusetts State Dept. of Public Health
Division of Family Health
39 Boylston Street
Boston, Massachusetts )2116
(617) 737-3372

Michigan Dept. of Public Health
Bureau of Maternal & Child Health
3500 North Logan Street
Lansing, Michigan 48914
(517) 373-3650
FTS: 8-253-3650

Minnesota Dept. of Health
Crippled Children's Services
717 Delaware Street, S.E.
Minneapolis, Minnesota 55440
(612) 296-5372
FTS: 8-776-5372

Mississippi State Board of Health
Bureau of Family Health Services
Crippled Children's Services
P.O. Box 1700
Jackson, Mississippi 39205
(601) 354-6680

Missouri Dept. of Social Services
Division of Health
Crippled Children's Services
P.O. Box 570, 3rd Floor
Broadway State Office Building
Jefferson City, Missouri 65101
(314) 751-4667

Montana Dept. of Health and Environmental Sciences
Health Services Division
Maternal and Child Health
Cogswell Building
Helena, Montana 59601
(406) 449-2554

Nebraska Dept. of Public Welfare
Services for Crippled Children
301 Centennial Mall, 5th Floor
Lincoln, Nebraska 68509
(402) 471-3121 ext. 186
FTS: 8-867-5211 ext. 177 or 178

Nevada State Dept. of Human Resources
Division of Public Health
505 East King Street
Room 205, Capital Complex
Carson City, Nevada 89701
(702) 885-4885

New Hampshire State Dept. of Health/Welfare
Division of Public Health
61 South Spring Street
Concord, New Hampshire 03301
(603) 842-2681

CRIPPLED CHILDREN'S STATE SERVICES - continued

New Jersey State Dept. of Health
Crippled Children's Program
Health and Agricultural Bldg.
Trenton, New Jersey 08625
(609) 292-5676
FTS: 8-477-5676

New Mexico Health and Social Svcs. Department
Office of Family Services
P.O. Box 2348
Sante Fe, New Mexico 87501
(505) 827-3201

New York State Dept. of Health
Bureau of Medical Rehabilitation
Empire State Plaza
Tower Building
Albany, New York 12237
(518) 474-1911
FTS: 8-564-1911

North Carolina Dept. of Human Resources
Crippled Children's Section
Division of Health Services
P.O. Box 2091
Raleigh, North Carolina 27602
(919) 733-7437

North Dakota Social Service Board
State Capitol Building
Bismarck, North Dakota 58501
(701) 224-2436

Ohio State Department of Health
Div. of Maternal and Child Health
P.O. Box 118
450 East Town Street
Columbus, Ohio 43215
(614) 466-3263
FTS: 8-942-3263

Oklahoma Dept. of Institutions, Social and Rehabilitative Svcs.
Crippled Children's Unit
P.O. Box 25352
Oklahoma City, Oklahoma 73125
(405) 271-3902

Oregon Crippled Children's Div.
University of Oregon Medical School
3181 Southwest Sam Jackson Park Rd.
Portland, Oregon 97201
(503) 225-8362

Pennsylvania State Dept. of Health
Bureau of Children's Services
Children's Rehabilitation Services
407 South Cameron Street
Harrisburg, Pennsylvania 17120
(717) 783-5436

Rhode Island Dept. of Health
Division of Child Health
75 Davis Street, Room 302
Providence, Rhode Island 02908
(401) 277-2312

South Carolina Dept. of Health and Environmental Control
Children's Services
J. Marion Sims Building
Columbia, South Carolina 29201
(803) 758-5594

South Dakota State Dept. of Health
Division of Health Services
Foss Building
Pierre, South Dakota 57501
(605) 224-3141

Tennessee State Dept. of Public Health
Crippled Children's Services
347 Cordell Hull Building
Nashville, Tennessee 37219
(615) 741-7335

Texas Dept. of Health
Crippled Children's Program
1100 West 49th Street
Austin, Texas 78576
(512) 458-7700

Utah State Division of Health
Crippled Children's Services
44 Medical Drive
Salt Lake City, Utah 84113
(801) 533-4390

CRIPPLED CHILDREN'S STATE SERVICES - continued

Vermont Dept. of Health
Child Health Services
115 Colchester Avenue
Burlington, Vermont 05402
(802) 862-5701 ext. 311

Virginia State Dept. of Health
Div. of Hospital Med. Svcs.
Bureau of Crippled Children's Svcs.
109 Governor Street
Richmond, Virginia 23219
(804) 770-3691
FTS: 8-936-3691

Washington Dept. of Social & Health Services
Division of Health Services
Child Health Section
MS: LC-12-A
Olympia, Washington 98504
(206) 753-2571

West Virginia State Dept. of Welfare
Div. of Crippled Children's Svcs.
1212 Lewis Street, Morris Square
Charleston, West Virginia 25301
(304) 348-3071
FTS: 8-885-3071

Wisconsin State Dept. of Public Instruction
Bureau for Crippled Children
126 Langdon Street
Madison, Wisconsin 53702
(608) 266-3886
FTS: 8-366-3886

Wyoming State Dept. of Health/ Social Services
Div. of Health and Medical Svcs.
Hathaway Office Building
Cheyenne, Wyoming 82002
(307) 777-7121

## DEVELOPMENTAL DISABILITIES STATE PROGRAMS

Alabama Dept. Mental Health
Developmental Disabilities Program
502 Washington Street
Montgomery, Alabama 36130
(205) 265-2301

Alaska Dept. Health & Social Svcs.
Developmental Disabilities Program
Division of Mental Health
Pouch H - 04B
Juneau, Alaska 99801
(907) 465-3372

Arizona State Dept. of Economic Security
Developmental Disabilities Program
P.O. Box 6123
Phoeniz, Arizona 85005
(602) 271-5678

Arkansas Dept. Social and Rehabilitative Services
Developmental Disabilities Program
Waldon Avenue Bldg., Suite 400
7th and Main Streets
Little Rock, Arkansas 72201
(501) 371-3482

California Dept. of Developmental Services
Program Development Section
Developmental Disabilities Program
744 P Street
Sacramento, California 95814
(916) 920-6795

Colorado Dept. of Institutions
Div. of Developmental Disabilities
Developmental Disabilities Program
4150 South Lowell Blvd.
Denver, Colorado 80236
(303) 761-0220 ext. 545

Connecticut Dept. Mental Retardation
Developmental Disabilities Program
79 Elm Street
Hartford, Connecticut 06115
(203) 566-2034

Delaware Dept. Health & Social Svcs.
Developmental Disabilities Program
3000 Newport Gap Pike
Wilmington, Delaware 19808
(302) 421-6705

District of Columbia Dept. Human Resources
Developmental Disabilities Program
1329 E Street, N.W., Room 1023
Washington, DC 20004
(202) 724-5696

Florida Dept. of Health and Rehabilitative Services
Division of Retardation
Developmental Disabilities Program
1311 Winewood Blvd.
Tallahassee, Florida 32301
(904) 488-4257

Georgia Dept. Human Resources
Div. Mental Health and Mental Retardation
Developmental Disabilities Program
47 Trinity Avenue, S.W., Room 542-H
Atlanta, Georgia 30334
(404) 656-6370

Hawaii State Dept. of Health
Developmental Disabilities Program
P.O. Box 3378
Honolulu, Hawaii 96801
Phone 6-0220 for: (808) 548-6505

Idaho Dept. of Health and Welfare
Division of Community Rehabilitation
Developmental Disabilities Program
State House
Boise, Idaho 83720
(208) 384-3920

Illinois Dept. Mental Health
Developmental Disabilities Program
401 South Spring Street
Springfield, Illinois 62706
(217) 782-2243

DEVELOPMENTAL DISABILITIES STATE PROGRAMS - continued

Indiana Dept. Mental Health
5 Indiana Square
Indianapolis, Indiana 46204
(317) 633-7562

Iowa Office for Planning & Programs
Developmental Disabilities Program
523 East 12th Street
Des Moines, Iowa 50319
(515) 281-5880

Kansas Dept. Social and
Rehabilitation Services
Developmental Disabilities Program
State Office Building - 6th Floor
Topeka, Kansas 66612
(913) 296-3471

Kentucky Bureau for Health Services
Developmental Disabilities Program
275 E. Main Street
Frankfort, Kentucky 40601
(502) 564-7190

Louisiana Health & Human Resources
Administration
Division of Mental Retardation
Developmental Disabilities Program
P.O. Box 44215
Baton Rouge, Louisiana 70802
(504) 389-2360

Main Dept. Mental Health and
Correction
Bureau of Mental Retardation
Developmental Disabilities Program
State Office Bldg., Room 411
Augusta, Maine 04330
(207) 289-3167

Maryland Dept. Health and Mental
Hygiene
301 West Preston Street
Baltimore, Maryland 21201
(301) 383-3358

Massachusetts Bureau of Systems Dev.
Developmental Disabilities Program
State House - Room 272
Boston, Massachusetts 02108
(617) 727-4276

Michigan Dept. of Mental Health
Developmental Disabilities Program
Lewis-Cass Building
Lansing, Michigan 48926
(517) 373-3500

Minnesota State Planning Agency
Developmental Disabilities Program
200 Capitol Square Bldg.
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-4018

Mississippi Dept. of Mental Health
Division of Mental Retardation
Developmental Disabilities Program
1404 Woolfolk Bldg.
Jackson, Mississippi 39201
(601) 354-6692

Missouri Dept. of Mental Health
Developmental Disabilities Program
2002 Missouri Blvd., P.O. Box 687
Jefferson City, Missouri 65101
(314) 751-4054

Montana Dept. Social and
Rehabilitation Services
Developmental Disabilities Program
507 Power Block
Helena, Montana 59601
(406) 449-2995

Nebraska Dept. of Health
Developmental Disabilities Program
P.O. Box 95007
Lincoln, Nebraska 68509
(402) 471-2981

Nevada Dept. of Human Resources
Developmental Disabilities Program
600 Kinkead Bldg., Capitol Complex
Carson City, Nevada 89710
(702) 885-4730

New Hampshire Dept. Health & Welfare
Division of Mental Health
Office of Mental Retardation
Developmental Disabilities Program
105 Pleasant Street
Concord, New Hampshire 03301
(603) 842-2671

DEVELOPMENTAL DISABILITIES STATE PROGRAMS - continued

New Jersey Office of Human Services
Division of Mental Retardation
Developmental Disabilities Program
169 West Hanover Street
Trenton, New Jersey 08625
(609) 292-3742

New Mexico Dept. of Education
Div. of Vocational Rehabilitation
Developmental Disabilities Program
P.O. Box 1830
Santa Fe, New Mexico 87503
(505) 476-2266

New York Office of Mental Retardation & Developmental Disabilities
Developmental Disabilities Program
44 Holland Avenue
Albany, New York 12208
(518) 474-6566

North Carolina Developmental Disabilities Council Staff
3225 North Salisbury St., Room 612
Raleigh, North Carolina 27611
(919) 733-7787

North Dakota Dept. of Health
Div. of Mental Health & Mental Retardation
Developmental Disabilities Program
909 Basin Avenue
Bismarck, North Dakota 58505
(701) 224-2769

Ohio Dept. Mental Health and Mental Retardation
Developmental Disabilities Program
30 East Broad Street, Room 1182
Columbus, Ohio 43215
(614) 466-5202

Oklahoma Dept. Institutions, Social & Rehabilitation Services
Developmental Disabilities Program
P.O. Box 25352
Oklahoma City, Oklahoma 73125
(405) 521-3617

Oregon Dept. of Mental Retardation and Developmental Disabilities
Mental Health Division
Developmental Disabilities Program
2575 Bittern Street, N.E.
Salem, Oregon 97310
(503) 378-2429

Pennsylvania Office of Human Resources
Developmental Disabilities Program
900 Market Street
Harrisburg, Pennsylvania 17105
(717) 787-3409

Rhode Island Dept. Mental Health, Retardation & Hospitals
Developmental Disabilities Program
Aime J. Forand Building
600 New London Avenue
Cranston, Rhode Island 02920
(401) 464-3231

South Carolina Office of the Governor
Division of Administration
Developmental Disabilities Program
Edgar Brown Building - Room 408
1205 Pendleton Street
Columbia, South Carolina 29240
(803) 758-7886

South Dakota Division of Mental Health and Mental Retardation
Department of Social Services
Developmental Disabilities Program
State Office Bldg., Third Floor
Piere, South Dakota 57501
(605) 224-3438

Tennessee Dept. of Mental Health and Mental Retardation
Developmental Disabilities Program
501 Union Bldg., 4th Floor
Nashville, Tennessee 37219
(615) 741-3803

Texas Dept. of Mental Health
and Mental Retardation
Developmental Disabilities Program
Box 12668, Capitol Station
Austin, Texas 78711
(512) 454-3761

Utah Division of Family Services
Developmental Disabilities Program
150 W. North Temple, Suite 370
Salt Lake City, Utah 84103
(801) 533-7172

Vermont Agency of Human Services
Developmental Disabilities Program
79 River Street
Montpelier, Vermont 05602
(802) 828-2471

Virginia Dept. of Mental Health &
Mental Retardation
Developmental Disabilities Program
109 Governor Street, P.O. Box 1797
Richmond, Virginia 23214
(840) 770-4982

Washington Dept. of Social and
Health Services
Developmental Disabilities Program
P.O. Box 1162
Olympia, Washington 98501
(206) 434-3900

West Virginia Dept. of Mental
Health and Mental Retardation
Developmental Disabilities Program
State Capitol
Charleston, West Virginia 25305
(304) 348-2971

Wisconsin Dept. Health & Social Svcs.
Developmental Disabilities Program
1 West Wilson Street
Madison, Wisconsin 53702
(608) 266-3304

Wyoming Dept. Health & Social Svcs.
Div. of Mental Health/Mental
Retardation
Developmental Disabilities Program
State Office Building West
Cheyenne, Wyoming 82001
(307) 777-7115

## STATE SPECIAL EDUCATION PROGRAMS

Alabama State Department
of Education
Exceptional Children & Youth
868 State Office Building
Montgomery, Alabama 36104
(205) 832-3230

Alaska State Department
of Education
Exceptional Children & Youth
Section
Division of Instructional Services
Pouch F
Juneau, Alaska 99801
(907) 465-2970

Arizona State Department of
Education
Dept. of Special Education
1535 W. Jefferson
Phoenix, Arizona 85007

Arkansas State Department
of Education
Division of Instructional Services
Arch Ford Education Bldg.
Little Rock, Arkansas 72201
(501) 371-2161

California Department of
Special Education
Public Instruction
721 Capitol Mall, Room 614
Sacremento, California 95814
(916) 445-4036

Colorado State Department
of Education
Pupil Services Unit
State Office Bldg.
201 East Colfax Avenue
Denver, Colorado 80203
(303) 839-2727

Connecticut Bureau of Pupil Personnel
and Special Educational Services
State Department of Education
Hartford, Connecticut 06115

Delaware State Department
of Public Instruction
Townsend Building
Dover, Delaware 19901
(302) 678-5471

District Board of Education
Div. of Special Educational Programs
415 12th Street, N.W.
Washington, DC 20004
(202) 724-4018

Florida State Dept. of Education
Bureau of Edu. for Exceptional
Students
Tallahassee, Florida 32304
(904) 488-1570 or 488-3205

Georgia Department of Education
Program for Exceptional Children
State Office Building
Atlanta, Georgia 30334
(404) 656-2678

Hawaii Department of Education
Special Needs Branch
Box 2360
Honolulu, Hawaii 96804
(808) 548-6923

Idaho State Department of Education
Special Education Division
Len Jordan Building
Boise, Idaho 83720
(208) 384-2203

Illinois State Dept. of Education
Dept. of Special Education Services
100 North First Street
Springfield, Illinois 62777
(217) 782-6601

STATE SPECIAL EDUCATION PROGRAMS - continued

Indiana State Dept. of Public Instruction
Division of Special Education
229 State House
Indianapolis, Indiana 46204
(317) 927-0216

Iowa State Department of Public Instruction
Division of Special Education
Grimes State Office Bldg.
Des Moines, Iowa 50319
(515) 281-3176

Kansas State Department of Education
Division of Special Education
120 East 10th Street
Topeka, Kansas 66612
(913) 296-3866

Kentucky Bureau of Education for the Exceptional Children
Capitol Plaza Tower - 8th Floor
Frankfort, Kentucky 40601
(502) 564-4970

Louisiana State Department of Education
Special Education Services
P.O. Box 44064 Capitol Station
Baton Rouge, Louisiana 70804
(504) 342-3641

Maine State Dept. of Education and Cultural Services
Division of Special Education
Augusta, Maine 04330
(207) 289-3451

Maryland State Department of Education
Division of Special Education
P.O. Box 8717, BWI Airport
Baltimore, Maryland 21240
(301) 796-8300 ext. 256

Massachusetts State Department of Education
Division of Special Education
31 St. James Avenue
Boston, Massachusetts 02116
(617) 727-6217

Michigan State Department of Education
Special Education Services
P.O. Box 420
Lansing, Michigan 48902
(517) 373-1695

Minnesota State Department of Education
Special Education Section
Capitol Square, 550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-4163

Mississippi State Department of Education
Division of Special Education
P.O. Box 771
Jackson, Mississippi 39205
(601) 354-6950

Missouri Dept. of Elementary and Secondary Education
Division of Special Education
P.O. Box 480
Jefferson City, Missouri 65101
(314) 751-2965

Montana Office for the Superintendent of Public Instruction
Division of Special Education
State Capitol
Helena, Montana 59601
(406) 449-5660

STATE SPECIAL EDUCATION PROGRAMS - continued

Nebraska State Dept. of Education
Special Education Section
233 South 10th Street
Lincoln, Nebraska 68508
(402) 471-2471

Nevada State Dept. of Education
Division of Special Education
400 W. King Street - Capitol Complex
Carson City, Nevada 89701
(702) 885-5700 ext. 214

New Hampshire State Dept. of Education
Special Education
105 Loudon Road, Bldg. #3
Concord, New Hampshire 03301
(603) 271-3741

New Jersey State Department of Education
225 West State Street
Trenton, New Jersey 08625
(609) 292-7602

New Mexico State Department of Education
Division of Special Education
State Education Building
300 Don Gaspar Avenue
Santa Fe, New Mexico 87503
(505) 872-2793

New York State Department of Education
Office for Education of Children with Handicapping Conditions
55 Elk Street
Albany, New York 12234
(518) 474-5548

North Carolina State Department of Public Instruction
Div. for Exceptional Children
Raleigh, North Carolina 27611
(919) 733-3921

North Dakota State Department of Public Instruction
Special Education
Bismarck, North Dakota 58501
(701) 224-2277

Ohio State Department of Education
Division of Special Education
933 High Street
Worthington, Ohio 43085
(614) 466-2650

Oklahoma State Department of Education
Division of Special Education
2500 N. Lincoln, Suite 263
Oklahoma City, Oklahoma 73105
(405) 521-3351

Oregon State Dept. of Education
Division of Special Education
942 Lancaster Drive, N.E.
Salem, Oregon 97310
(503) 378-3598

Pennsylvania State Dept. of Education
Bur. of Special & Compensatory Education
P.O. Box 911
Harrisburg, Pennsylvania 17126
(717) 783-1264

Rhode Island State Dept. of Education
Division of Special Education
235 Promenade Street
Providence, Rhode Island 02908
(401) 277-3505

South Carolina State Dept. of Education
Office of Programs for the Handicapped
Room 309 Rutledge Bldg.
Columbia, South Carolina 29201
(803) 758-7432

STATE SPECIAL EDUCATION PROGRAMS - continued

South Dakota Division of Elementary and Secondary Education
Section for Special Education
New State Office Building
Pierre, South Dakota 57501
(605) 773-3678

Tennessee State Department of Education
Education of the Handicapped
103 Cordell Hall Bldg.
Nashville, Tennessee 37219
(615) 741-2851

Texas Education Agency
Division of Special Education
201 East 11th Street
Austin, Texas 78701
(512) 475-3501 or 475-3507

Utah State Board of Education
Pupil Services Coordinator
250 East 5th Street
Salt Lake City, Utah 84111
(801) 533-5982

Vermont State Department of Education
Special Education and Pupil Personnel Services
Montpelier, Vermont 05602
(802) 828-3141

Virginia State Department of Education
Division of Special Education
322 E. Grace
Richmond, Virginia 23216
(804) 786-2673

Washington Department of Pupil Instruction
Special and Institutional Education
Old Capitol Building
Olympia, Washington 98504
(206) 753-2563

West Virginia State Department of Education
Division of Special Education
Student Support System
Capitol Complex - B-057
Charleston, West Virginia 25305
(304) 348-2034

Wisconsin State Department of Public Instruction
Division for Handicapped Children
126 Langdon Street
Madison, Wisconsin 53702
(608) 266-1649

Wyoming State Department of Education
Office of Exceptional Children
Cheyenne, Wyoming 82002
(307) 777-7416

## TITLE XX STATE PROGRAMS

Alabama State Dept. of Pensions/
Security
64 North Union Street
Montgomery, Alabama 36130
(205) 832-6095

Alaska Dept. of Health and
Social Services
Pouch H 01
Juneau, Alaska 99811
(Operator places call
FTS: 8-465-5440)

Arizona State Dept. of Economic
Security
P.O. Box 6123
1717 West Jefferson Street
Phoenix, Arizona 85005
(602) 255-5678
FTS: 8-765-5678

Arkansas Dept. of Human Resources
Office of Title XX
P.O. Box 1437
Little Rock, Arkansas 72203
(501) 371-1157

California Dept. of Social Svcs.
744 P Street
Sacramento, California 95814
(916) 445-2077
FTS: 8-465-2077

Colorado Dept. of Human Resources
1575 Sherman Street
Denver, Colorado 06115
(303) 839-3515

Connecticut Dept. of Human Resources
1179 Main Street
Hartford, Connecticut 06115
(203) 566-3318

Delaware Dept. Health & Social Svcs.
Delaware State Hospital
Business Admin. & General Svcs.
New Castle, Delaware 19720
(302) 421-6705

D.C. Dept. of Human Resources
District Bldg. - 1350 E Street, N.W.
Washington, D.C. 20004
(202) 629-5443
FTS: 8-900-629-5443

Florida Dept. Health/Rehabilitative
Services
1323 Winewood Boulevard
Tallahassee, Florida 32301
(940) 488-7721

Georgia Dept. of Human Resources
State Office Building
47 Trinity Avenue, S.W.
Atlanta, Georgia 30334
(404) 656-5680

Hawaii Dept. Social Svcs./Housing
P.O. Box 339
Honolulu, Hawaii 96809
(808) 548-6260

Idaho Dept. of Health & Welfare
State House
Boise, Idaho 83720
FTS: 8-554-2336

Illinois Dept. of Public Aid
316 South 2nd Street - 3rd Floor
Springfield, Illinois 62762
(217) 782-6716
FTS: 8-956-6716

Indiana Interdepartmental Board
for the Coordination of Human
Services Program
210 State House
Indianapolis, Indiana 46204
(317) 633-5288
FTS: 8-336-5288

Iowa Dept. of Social Services
Hoover State Office Building
Des Moines, Iowa 50319
FTS: 8-841-5452

TITLE XX STATE PROGRAMS - continued

Kansas Dept. Social/Rehabilitation Services
State Office Building
Topeka, Kansas 66612
FTS: 8-757-3271

Kentucky Dept. of Human Resources
275 East Main Street
Frankfort, Kentucky 40601
(502) 564-7130
FTS: 8-351-7130

Louisiana Dept. of Health/ Human Resources
P.O. Box 44215
Baton Rouge, Louisiana 70804
(504) 8-689-5797

Maine State Dept. of Human Resources
State House
Augusta, Maine 04333
(207) 289-2736

Maryland Dept. of Human Resources
1100 North Eutaw Street
Baltimore, Maryland 21201
(301) 383-5528
FTS: 8-932-383-5528

Massachusetts Dept. of Public Welfare
600 Washington Street
Boston, Massachusetts 02111
(617) 727-6190

Michigan Dept. of Social Svcs.
300 South Capitol Avenue
Lansing, Michigan 48926
(517) 373-2000
FTS: 8-253-2000

Minnesota Dept. of Public Welfare
Centennial Building
658 Cedar Street
St. Paul, Minnesota 55155
(612) 296-2701
FTS: 8-776-2701

Mississippi State Dept. of Public Welfare
P.O. Box 4321 Fondren Station
Jackson, Mississippi 39216
(601) 956-8713

Missouri Dept. of Social Services
Broadway State Office Building
Jefferson City, Missouri 65101
FTS: 8-276-3711, ask for 751-4815

Montana Dept. Social/Rehabilitative Services
P.O. Box 4210
Helena, Montana 59601
(406) 449-5622
FTS: 8-587-5622

Nebraska Dept. of Public Welfare
301 Centennial Mall South
Lincoln, Nebraska 68509
FTS: 8-541-3121

Nevada Dept. of Human Resources
505 East King Street
Carson City, Nevada 89710
882-4730 (dial thru FTS Reno Operator 8-470-5911)

New Hampshire State Dept. Health and Welfare
8 Louden Road
Concord, New Hampshire 03301
(603) 271-3332

New Jersey Dept. of Human Services
Capital Place One
222 South Warren Street
Trenton, New Jersey 08625
(609) 292-3717

New Mexico Dept. of Human Services
P.O. Box 2348
Santa Fe, New Mexico 87503
(504) 847-5151
FTS: 8-476-5151

TITLE XX STATE PROGRAMS - continued

New York Dept. of Social Services
40 North Pearl Street
Albany, New York 12243
(518) 474-9475

North Carolina Dept. of Human Resources
325 N. Salsibury Street
Raleigh, North Carolina 27611
(919) 829-4534

North Dakota Social Service Board
State Capitol
Bismarck, North Dakota 58505
(701) 224-2310
FTS: 8-783-4011

Ohio Dept. of Public Welfare
State Office Tower - 32nd Floor
30 East Broad Street
Columbus, Ohio 43215
(614) 466-6282
FTS: 8-942-6282

Oklahoma Dept. Institutions, Social and Rehabilitative Svcs.
P.O. Box 25352
Oklahoma City, Oklahoma 73125
(405) 521-3076

Oregon Dept. of Human Resources
318 Public Service Building
Salem, Oregon 97310
FTS: 8-530-3034

Pennsylvania Dept. of Public Welfare
Health and Welfare Building
Harrisburg, Pennsylvania 17120
(717) 787-2600
FTS: 8-637-2600

Rhode Island State Dept. of Social and Rehabilitative Services
Aime J. Forand State Office Bldg.
600 New London Avenue
Cranston, Rhode Island 02920
(401) 464-2121

South Carolina Dept. of Social Services
P.O. Box 1520
Columbia, South Carolina 29202
(803) 758-3244

South Dakota Dept. of Social Svcs.
Kneip Building
Pierre, South Dakota 57501
(605) 773-3165
FTS: 8-782-7000

Tennessee State Dept. of Human Services
111 7th Avenue North
Nashville, Tennessee 37230
(615) 741-3243
FTS: 8-853-3243

Texas Dept. of Human Resources
John H. Reagon Building
Austin, Texas 78701
(512) 475-5777

Utah Dept. of Social Services
150 West North Temple
Salt Lake City, Utah 84103
(801) 533-5331
FTS: 8-588-5500

Vermont Agency of Human Svcs.
State Office Building
79 River Street
Montpelier, Vermont 05602
(802) 244-5181

Virginia Dept. of Welfare
8007 Discovery Drive
Richmond, Virginia 23288
FTS: 8-(804) 770-2291

Washington Dept. Social/Health Services
MS OB 44
Olympia, Washington 98504
FTS: 8-434-3395

TITLE XX STATE PROGRAMS - continued

West Virginia State Dept. of Welfare
1900 Washington Street, East Bldg.
B-Room 617
Charleston, West Virginia 25305
(304) 348-2400
FTS: 8-885-2400

Wisconsin Dept. Health/Social Services
1 West Wilson Street
Madison, Wisconsin 53702
(608) 266-3661
FTS: 8-366-3661

Wyoming Dept. Health/Social Svcs.
Hathaway Building
Cheyenne, Wyoming 82002
(307) 777-7657
FTS: 8-328-9657

Guam Dept. Public Housing/Social Services
P.O. Box 2816
Agana, Guam 96910
(671-734-9901

Puerto Rico Dept. of Social Svcs.
P.O. Box 11697
Santurce, Puerto Rico 00908
(809) 723-9834

Virgin Islands Dept. of Social Welfare
P.O. Box 539, Charlotte Amalie
St. Thomas, Virgin Islands 00801
(809) 774-0930

## STATE VOCATIONAL REHABILITATION PROGRAMS

Alabama Rehabilitation and
Crippled Children Services
2129 E. South Boulevard
Montgomery, Alabama 36111
(205) 281-8780

Alaska Office of Vocational
Rehabilitation
Pouch F, Mail Station 0581
Juneau, Alaska 99811
(907) 586-6500

Arizona Rehabilitation Services
Bureau
Dept. of Economic Security
1400 W. Washington Street
Phoenix, Arizona 85007
(602) 271-3332

Arkansas Dept. of Social &
Rehabilitation Services
1801 Rebsamen Park Road
P.O. Box 3781
Little Rock, Arkansas 72203
(501) 371-2571

California Dept. of Rehab.
830 K Street Mall
Sacramento, California 98514
(915) 445-3971

Colorado Dept. of Social Services
Division of Rehabilitation
1571 Sherman Street
Denver, Colorado 80203
(303) 839-2652

Connecticut State Dept. of Ed.
Division of Vocational Rehab.
600 Asylum Avenue
Hartford, Connecticut 06105
(203) 566-7329

Delaware Department of Labor
Div. of Vocational Rehab.
820 N. French Street
Wilmington, Delaware 19801
(302) 571-2860

District of Columbia Dept. of
Human Resources
Bureau of Rehabilitation Services
1350 E Street, N.W.
Washington, D.C. 20004
(202) 727-0518

Florida Dept. of Health and
Rehabilitation Services
Office of Vocational Rehabilitation
1323 Winewood Boulevard
Tallahassee, Florida 32301
(904) 488-6210

Georgia Dept. of Human Resources
Division of Vocational Rehab.
47 Trinity Avenue
Atlanta, Georgia 30334
(404) 656-2621

Guam Dept. of Vocational Rehab.
P.O. Box 10-C
Agana, Guam 96910
Overseas 472-8806

Hawaii Dept. of Social Services
and Housing
Division of Vocational Rehab.
Room 216, Queen Liliuokalani Bldg.
P.O. Box 339
Honolulu, Hawaii 96809
(808) 548-6367

Idaho Division of Vocational Rehab.
1501 McKinney
Boise, Idaho 83704
(208) 384-3390

Illinois Div. of Vocational Rehab.
623 East Adams Street
P.O. Box 1587
Springfield, Illinois 62706
(217) 782-2093

Indiana Rehabilitation Services
1028 Illinois Bldg.
17 W. Market Street
Indianapolis, Indiana 46204
(317) 633-5687

STATE VOCATIONAL REHABILITATION PROGRAMS - continued

Iowa Dept. of Public Instruction
Rehab. Education & Services Branch
507 10th Street - Fifth Floor
Des Moines, Iowa 50309
(515) 281-4311

Kansas Dept. of Social and
Rehabilitation Services
Division of Vocational Rehab.
2700 West 6th - Biddle Bldg.
Topeka, Kansas 66606
(913) 296-3911

Kentucky Dept. of Education
Bureau of Voc. Rehab. Services
Capital Plaza Office Tower
Frankfort, Kentucky 40601
(502) 564-4440

Louisiana Dept. of Health and
Human Services
Division of Rehab. Services
1755 Florida Boulevard
P.O. Box 44371
Baton Rouge, Louisiana 70804
(504) 342-2285

Maine Bureau of Rehabilitation
32 Winthrop Street
Augusta, Maine 04330
(207) 289-2266

Maryland Division of Voc. Rehab.
Box 8717, BWI Airport
Baltimore, Maryland 21240
(301) 796-8300

Massachusetts Rehab. Commission
20 Providence Street
11th Floor, Statler Office Bldg.
Boston, Massachusetts 02116
(617) 727-2172

Michigan Dept. of Education
Vocational Rehabilitation Service
P.O. Box 30010
Lansing, Michigan 48909
(517) 373-3390

Minnesota Div. of Voc. Rehab.
Dept. of Economic Security
444 Lafayette Road
Space Center, 3rd Floor
St. Paul, Minnesota 55101
(612) 296-5619

Mississippi Div. of Voc. Rehab.
932 N. State Street
P.O. Box 1698
Jackson, Mississippi 39205
(601) 354-6825

Missouri Dept. of Elementary
and Secondary Education
Div. of Vocational Rehab.
3523 North Ten Mile Drive
Jefferson City, Missouri 65101
(314) 751-3251

Montana Social & Rehab. Svcs.
Rehabilitation Services Division
P.O. Box 4210
Helena, Montana 59601
(406) 449-2590

Nebraska State Dept. of Ed.
Div. of Rehabilitation Services
301 Centennial Mall, 6th Floor
Lincoln, Nebraska 68509
(402) 471-2961

Nevada Dept. of Human Resources
Rehabilitation Division
Kinkead Building, Fifth Floor
505 E. King Street
Carson City, Nevada 89701
(702) 885-4440

New Hampshire State Dept. of Ed.
Div. of Vocational Rehab.
105 Loudon Road, Bldg. No. 3
Concord, New Hampshire 03301
(603) 271-3121

New Jersey Dept. of Labor & Industry
Div. of Voc. Rehab. Services
Labor & Industry Bldg., Room 1005
John Fitch Plaza
Trenton, New Jersey 08625
(609) 292-5987

STATE VOCATIONAL REHABILITATION PROGRAMS - continued

New Mexico Dept. of Education
Vocational Rehabilitation
231 Washington Avenue
P.O. Box 1830
Santa Fe, New Mexico 87503
(505) 827-2266

New York Dept. of Education
Office of Vocational Rehab.
99 Washington Avenue
Albany, New York 12230
(518) 474-3941

North Carolina Dept. of Human Resources
Div. of Vocational Rehab.
State Office
620 N. West Street, Box 26053
Raleigh, North Carolina 27611
(919) 733-3364

North Dakota Div. Voc. Rehab.
1025 N. 3rd Street, Box 1037
Bismarck, North Dakota 58501
(701) 224-2907

Ohio Rehab. Services Commission
4656 Heaton Road
Columbus, Ohio 43229
(614) 466-5157

Oklahoma Dept. of Institutions, Rehabilitation Services
Div. of Rehab. & Visual Services
P.O. Box 25352
Oklahoma City, Oklahoma 73125
(405) 521-3374

Oregon Dept. of Human Resources
Vocational Rehab. Division
2045 Silverton Road, N.E.
Salem, Oregon 97310
(503) 378-3830

Pennsylvania Bureau of Voc. Rehab.
Labor & Industry Building
7th and Forster Streets
Harrisburg, Pennsylvania 17120
(717) 787-5244

Puerto Rico Dept. of Soc. Svcs.
Vocational Rehab. Services
P.O. Box 1118
Hato Rey, Puerto Rico 00919
(809) 725-1792

Rhode Island Voc. Rehab. Division
40 Fountain Street
Providence, Rhode Island 02903
(401) 421-7005

South Carolina Voc. Rehab. Dept.
3600 Forest Drive
P.O. Box 4945
Columbia, South Carolina 29240
(803) 758-3237

South Dakota Dept. of Soc. Services
Div. of Rehab. Services
State Office Bldg., Illinois St.
Pierre, South Dakota 57501
Call FTS Operator 782-7000,
ask for 773-3195

Tennessee Division of Voc. Rehab.
Suite 1400 - 1808 W. End Building
Nashville, Tennessee 37203
(615) 741-2095

Texas Rehabilitation Commission
118 East Riverdale Drive
Austin, Texas 78704
(512) 447-0100

Utah Division of Rehab. Services
Division of Rehab. Services
250 East Fifth South
Salt Lake City, Utah 84111
(801) 533-5991

Vermont Dept. of Social and Rehabilitation Services
Vocational Rehab. Division
State Office Building
Montpelier, Vermont 05602
(802) 241-1000

STATE VOCATIONAL REHABILITATION PROGRAMS - continued

Virginia Dept. of Rehab. Services
4901 Fitzhugh Avenue
P.O. Box 11045
Richmond, Virginia 23230
(804) 257-0316

Virgin Island Dept. of Social Welfare
Div. of Vocational Rehab.
P.O. Box 539
St. Thomas, Virgin Islands 00801

Washington Dept. of Social and Health Services
Div. of Vocational Rehab.
P.O. Box 1788 (Mail Stop 311)
Olympia, Washington 98504
(206) 753-2544

West Virginia Div. of Voc. Rehab.
P&G Building, Washington Street
Charleston, West Virginia 25305
(304) 348-2375

Wisconsin Dept. of Health and Social Services
131 West Wilson Street, 7th Floor
Madison, Wisconsin 53702
(608) 266-7450

Wyoming Division of Voc. Rehab.
Hathaway Bldg., West
Cheyenne, Wyoming 82002
(307) 777-7387

## STATE VOCATIONAL REHABILITATION PROGRAMS SERVING THE BLIND AND VISUALLY IMPAIRED

Arizona Dept. of Economic Security
Rehab. Services Bureau
Section of Rehabilitation for the Blind and Visually Impaired
1640 North Grand Avenue
Phoenix, Arizona 85007
(602) 271-5678

Arkansas Dept. of Social and Rehabilitation Services
Office for Blind/Visually Impaired
411 Victory Street, P.O. Box 3237
Little Rock, Arkansas 72203
(501) 371-2587

Connecticut Board of Education
Services for the Blind
170 Ridge Road
Wethersfield, Connecticut 06109
(203) 249-8525

Delaware Dept. of Health and Social Services
305 W. Eighth Street
Wilmington, Delaware 19801
(302) 571-3333

Florida Dept. of Education
Office of Blind Services
2571 Executive Center Circle, East
Howard Building
Tallahassee, Florida 32301
(904) 488-1330

Idaho Commission for the Blind
Statehouse
Boise, Idaho 83720
(208) 384-3220

Iowa Commission for the Blind
Fourth and Keosauqua
Des Moines, Iowa 50309
(515) 283-2601

Kansas Dept. of Soc. & Rehab. Svcs.
Svcs. for the Blind & Visually Handicapped
Biddle Bldg.
2700 West 6th Street
Topeka, Kansas 66606
(913) 296-4454

Kentucky Bureau for the Blind
503 E. Main Street
Frankfort, Kentucky 40601
(502) 564-4754

Louisiana Dept. of Health and Human Resources
Office of Human Development Svcs.
Blind Services Program
1755 Florida Street
Baton Rouge, Louisiana 70821
(540) 342-5284

Massachusetts Commission for the Blind
110 Tremont Street, 6th Floor
Boston, Massachusetts 02108
(617) 727-5550

Michigan Dept. of Labor
Commission for the Blind
300 S. Capitol Avenue
Lansing, Michigan 48926
(517) 373-2062

Minnesota State Svcs. for the Blind & Visually Handicapped
1745 University Avenue, 1st Floor
St. Paul, Minnesota 55104
(612) 296-6034

Mississippi Board of Education
Vocational Rehab. for the Blind
P.O. Box 4872
Jackson, Mississippi 39216
(601) 354-6411

Missouri Dept. of Social Svcs.
Division of Family Services
619 East Capital
Jefferson City, Missouri 65101
(314) 751-4249

Montana Dept. of Social and Rehabilitation Services
Visual Services Division
P.O. Box 1723
Helena, Montana 59601
(406) 449-3434

STATE VOCATIONAL REHABILITATION PROGRAMS
SERVING THE BLIND AND VISUALLY IMPAIRED - continued

Nebraska Dept. of Education
Division of Rehabilitation
Services for the Visually Impaired
1047 South Street
Lincoln, Nebraska 68502
(402) 471-2891

New Jersey Commission for the
Blind and Visually Impaired
1100 Raymond Boulevard
Newark, New Jersey 07102
(201) 648-2324

New York Commission for the
Visually Handicapped
State Dept. of Social Services
40 North Pearl Street
Albany, New York 12243
(518) 474-6739

North Carolina Dept. of Human
Resources
Division of Services for the Blind
410 N. Boylan Avenue
P.O. Box 2658
Raleigh, North Carolina 27602
(919) 733-4231

Oregon Commission for the Blind
535 S.E. 12th Avenue
Portland, Oregon 97214
(503) 238-8375

Pennsylvania Dept. of Public
Welfare
Bureau for the Visually Handicapped
P.O. Box 2675
Harrisburg, Pennsylvania 17102
(717) 787-6176

Rhode Island Dept. of Social and
Rehabilitation Services
Services for the Blind and
Visually Impaired
46 Aborn Street
Providence, Rhode Island 02903

South Carolina Comm. for the Blind
1430 Confederate Avenue
Columbia, South Carolina 29201
(803) 758-2434

Tennessee Dept. of Human Services
303-304 State Office Bldg.
Nashville, Tennessee 37219
(615) 741-3163

Texas State Commission for the
Blind
314 W. 11th Street, P.O. Box 12866
Austin, Texas 78711
(512) 475-6810

Utah Services for the Blind and
Visually Handicapped
309 East First South
Salt Lake City, Utah 84111
(801) 533-9393

Vermont Dept. of Social and Rehab.
Services
Div. for the Blind & Visually
Handicapped
Vocational Rehab. Division
State Office Bldg.
Montpelier, Vermont 05602
(802) 241-2210

Virginia Commission for the
Visually Handicapped
3003 Parkwood Avenue
Richmond, Virginia 23221
(804) 257-0591

Washington State Commission for
the Blind
3411 South Alaska Street
Seattle, Washington 98118
(206) 721-4422

STATE PROTECTION AND ADVOCACY AGENCIES*

*Courtesy of: U.S. Government Printing Office

## STATE PROTECTION AND ADVOCACY AGENCIES

Created by the Developmentally Disabled Assistance and Bill of Rights Act of 1975(PL94-103), these organizations are charged with protecting and promoting the rights of developmentally disabled persons. The organizations are separate from the state government. States must have a P and A agency to continue receiving Federal financial assistance for DD programs.

Alabama Developmental Disabilities
Advocacy Program
918 Fourth Avenue
Tuscaloosa, Alabama 35401
(205) 348-4928

Protection and Advocacy for the
Developmentally Disabled (PADD), Inc.
University Plaza West, Suite C
600 University Avenue
Fairbanks, Alaska 99701
(907) 479-6940

Arizona Center for Law in the
Public Interest
P.O. Box 2783
112 North Fifth Avenue
Phoenix, Arizona 85002
(602) 252-4904

Arkansas Developmental Disabilities
Advocacy System
State Capitol Bldg., Room 011
Little Rock, Arkansas 72201
(501) 371-2171

Protection and Advocacy, Inc.
P.O. Box 160665
Sacramento, California 95816
(916) 322-8653

Legal Center for Handicapped Citizens
1060 Bannock Street, Suite 316
Denver, Colorado 80204
(303) 573-0542

Office of Protection and Advocacy for
Handicapped & Developmentally Disabled Persons
61 Woodland Street, 2nd Floor
Hartford, Connecticut 06105
(203) 566-7616

Community Legal Aid Society, Inc.
913 Washington Street
Wilmington, Delaware 19801
(302) 575-0660

D.C. Protection & Advocacy System
One American Educational Servs., Inc.
1625 I Street, N.W.
Suite 719
Washington, D.C. 20006
(202) 628-2216

Governor's Commission on Advocacy
for Persons with DD
Division of State Planning
530 Carlton Building
Tallahassee, Florida 32304
(904) 488-9070

Georgia Advocacy Office, Inc.
1447 Peachtree Street, N.E.
Suite 811
Atlanta, Georgia 30309
(404) 885-1447

Advocacy and Protection Servs. for
the Developmentally Disabled
Marianas Association for Retarded
Citizens
P.O. Box 7358
Tamuning, Guam 96911
(809) 477-7280

Kahua Ho'omalu Kina, Inc.
Protection & Advocacy Agency for the
Developmentally Disabled
765 Amana Street
Suite 300
Honolulu, Hawaii 96814
(808) 949-2922

Idaho's Coalition of Advocates for the Disabled (CO-AD), Inc.
100 Scout Lane
Boise, Idaho 83702
(208) 336-5353

Illinois DD Advocacy Authority
1 West Old State Capitol Plaza
Suite 917
Springfield, Illinois 62701
(217) 544-5750

Indiana Protection & Advocacy Serv. Commission for the Developmentally Disabled
Room 503
445 North Pennsylvania Street
Indianapolis, Indiana 46204
(317) 633-7013

Protection and Advocacy Division
Iowa Civil Rights Commission
418-6th Street
Liberty Building
Des Moines, Iowa 50319
(515) 281-4121

Kansas Advocacy & Protection Servs. for the Developmentally Disabled
The Denholm Building
513 Lavenworth Avenue
Suite 2
Manhattan, Kansas 66502
(913) 776-1541

Office for Public Advocacy
Division for Protection & Advocacy
34th Floor
State Office Building Annex
Frankfort, Kentucky 40601
(502) 564-2967

Advocate for the Developmentally Disabled
New Orleans Legal Aid Corporation
333 St. Charles Avenue
Room 303
New Orleans, Louisiana 70130
(504) 522-ADDS

Advocates for the Developmentally Disabled
Cleveland Hall
Winthrop Street
P.O. Box 88
Hallowell, Maine 04347
(207) 289-2395

Maryland Advocacy Unit for the Developmentally Disabled, Inc.
2616 Maryland Avenue
Baltimore, Maryland 21218
(301) 383-3094/3095

Developmental Disabilities Law Center of Massachusetts
294 Washington Street
Suite 839
Boston, Massachusetts 02108
(617) 426-7020

Michigan Protection & Advocacy Service for Developmentally Disabled Citizens
Michigan Association for Retarded Citizens
230 N. Washington Square
Suite 200
Lansing, Michigan 48933
(517) 487-1755

Protection and Advocacy Planner
Developmental Disabilities Planning Office
State Planning Agency
200 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-4018

Mississippi System of Protection and Advocacy for Developmentally Disabled Individuals, Inc.
235 Watkins Building
510 George Street
Jackson, Mississippi 39201
(601) 944-0485

Missouri Developmental Disabilities
Protection & Advocacy Servs., Inc.
420 A Brooks Street
Jefferson City, Missouri 65101
(314) 636-8133

Developmental Disabilities/Montana
Advocacy Program (DD/MAP), Inc.
1218 East 6th Avenue
Helena, Montana 59601
(406) 449-3889

Nebraska Advocacy Services for
Developmentally Disabled
Citizens, Inc.
3940 Cornhuskers Highway
Suite 200
Lincoln, Nebraska 68504
(402) 467-4616

Developmental Disabilities Advocate
1050 E. William
Suite 402
Carson City, Nevada 89710
(702) 885-4837

DD Advocacy Center
P.O. Box 19
Concord, New Hampshire 03301
(603) 224-7005

Office of Advocacy for the
Developmentally Disabled
Department of the Public Advocate
P.O. Box 141
Trenton, New Jersey 08625
(609) 292-9742

New Mexico Advocacy for the
Developmentally Disabled, Inc.
839 Paseo de Peralta
Suite N
Sante Fe, New Mexico 87501
(505) 982-2642

Protection & Advocacy System for
Developmental Disabilities, Inc.
175 Fifth Avenue, Suite 500
New York, NY 10010
(212) 982-1140

Advocacy Council for the Mentally Ill
and Developmentally Disabled
N.C. Dept. of Administration
107 Howard Building
112 West Lane Street
Raleigh, North Carolina 27611
(919) 733-3111

Protection and Advocacy Project for
the Developmentally Disabled
Governor's Council on Human Resources
State Capitol
13th Floor
Bismarck, North Dakota 58505
(701) 224-2972

Ohio Legal Rights Service
8 E. Long Street, 6th Floor
Columbus, Ohio 43215
(614) 466-7264
1-800-282-9181

Protection & Advocacy Agency for
Developmental Disabilities
9726 East 42nd Street
Osage Building
Room 133
Tulsa, Oklahoma 74145
(918) 664-5883

Oregon Developmental Disabilities
Advocacy Center
621 S.W. Morrison
Room 519
Portland, Oregon 97205
(503) 243-2081

Developmental Disabilities Advocacy
Network (DDAN), Inc.
1607 City Towers
301 Chestnut Street
Harrisburg, Pennsylvania 17101
(717) 238-0474

Protection and Advocacy
Puerto Rico Dept. of Consumer
Affairs
Minillas Government Center, N Bldg.
P.O. Box 41059
Santurce, Puerto Rico 00908
(809) 727-8536

Rhode Island Protection & Advocacy System (RIPAS), Inc.
187 Warren Avenue
E. Providence, Rhode Island 02914
(401) 438-9260

South Carolina Protection and Advocacy System
2360-A Two Notch Road
Columbia, South Carolina 29204
(803) 254-1600

South Dakota Advocacy Project, Inc.
111 West Capitol Avenue
Pierre, South Dakota 57501
(605) 224-8294

State Planning Office
660 Capitol Hill Building
301-7th Avenue North
Nashville, Tennessee 37219
(615) 741-1676

Advocacy, Inc.
5555 N. Lamar Street
Suite K-109
Austin, Texas 78751
(512) 475-5543

Legal Services for the Developmentally Disabled, Inc.
455 East 400 South
Suite 202
Salt Lake City, Utah 84111
(801) 363-1347

Vermont Developmental Disabilities Advocacy Project
P.O. Box 562
Burlington, Vermont 05402
(802) 863-2881

Virginia Developmental Disabilities Advocacy Project
Suite 100
9th Street Office Building
Richmond, Virginia 23219
(804) 785-4185

State Advocacy Office for the Developmentally Disabled
9th Street Office Building
Room 527
Richmond, Virginia 23219

Committee on Advocacy for the Developmentally Disabled, Inc.
P.O. Box 734
Fredericksted, St. Croix
U.S.A. Virgin Islands 00840
(809) 772-1277

Troubleshooters Office
1600 West Armory Way
Seattle, Washington 98119
(206) 284-1037

West Virginia Advocates for the Developmentally Disabled, Inc.
1021 Quarrier Street
Suite 411
Charleston, West Virginia 25301
(304) 346-0847

Center for Public Representation
520 University Avenue
Madison, Wisconsin 53703

Wisconsin Coalition for Advocacy, Inc.
2 West Mifflin, Suite 200
Madison, Wisconsin 53703
(608) 251- 9600

Developmental Disabilities Protection & Advocacy System (DD/PAS), Inc.
508 Hynds Building
Cheyenne, Wyoming 82001
(307) 632-3496

## INTRODUCTION TO DIRECTORY OF PUBLICATIONS

The following is an annotated list of directories, catalogs, pamphlets and self-help guides for Allied Health professionals, parents and disabled individuals.

### Criteria for Listing

Publications were chosen which emphasize accessing resources and services for disabled individuals. Those listed are practical, non-technical, and written to be understood by lay people. Publications, to the best of the authors' knowledge, are current and available. Many are free, others are moderately priced; a few textbooks are included.

### Using the Directory

This Directory is organized by topics based on common problem areas encountered by the disabled and their advocates. Complete titles, addresses for ordering, dates and prices (if any) are included for each publication. There is also a brief description of the content and purpose of each. With very few exceptions, all entries have been confirmed with the publisher as to title, availability and price, etc. Confirmation is denoted by the dot (•) in the left margin.

A few publications that have not been confirmed as currently available have been listed because the editors felt that they are unique or of superior quality and should be listed. Copies may be available through public or University libraries.

### Expanding the Directory

There are literally thousands of publications on special topics and specific state programs available through national and local organizations. The user of the Directory should write to those organizations concerned with specific problems that interest him and ask for a publications list or bibliography. The lists can be inserted in the Directory for quick reference.

### Special Note on Child Abuse Section

There are numerous publications on child abuse and neglect. The editors have selected just a few samples that provide basic legal and/or advocacy information. The major national organizations working in this area have extensive publication lists and bibliographies which are free for the asking. Local organizations will be very cooperative in supplying free copies of pamphlets on identifying and reporting child abuse. These may be printed in several languages. The editors of this Directory urge the user to take advantage of this wealth of information. One way to start is to order publication catalogs. Four of these are listed at the beginning of the Child Abuse section.

ACCESSIBILITY/TRAVEL

- ACCESS AMTRAK: A GUIDE TO AMTRAK SERVICES FOR ELDERLY AND HANDICAPPED TRAVELERS

  Amtrak Headquarters
  400 N. Capitol Street, Washington, DC 20013
  1978, 6 pp. Free

  This pamphlet describes in general terms the limitations as well as special features of Amtrak equipment and stations. It covers making reservations, assistance to deaf or blind passengers, group travel, travel alone or with an attendant, boarding the train, and accomodations on the train. Graphs provide dimensions for wheelchair access on various styles of coaches.

- ACCESS NATIONAL PARKS: A GUIDE FOR HANDICAPPED VISITORS

  Superintendent of Documents
  U.S. Government Printing Office, Washington, DC 20402
  S/N 024-005-00691-5, 1978, 197 pp., $3.50/copy

  This guide details information about accessibility of facilities, services and interpretive programs in almost 300 areas of the National Park System. Mailing addresses are listed in the park headings. Telephone numbers of general information and directions, accessible, alternative transportation and other services or facilities are listed for all parks. Special telephone numbers are given for reservations of accessible lodgings, ticket reservations and for advance arrangements for assistance or special guided tours, open hours and seasons.

- ACCESS TRAVEL: AIRPORTS

  Consumer Information Center
  Dept. 612J, Pueblo, Colorado 81009
  1979, no cost for single copies

  Access Travel: Airports lists design features, facilities and services of importance to the handicapped, for 282 airport terminals in 40 countries. Quantities may be ordered from: Federal Aviation Administration, APA 430, 800 Independence Ave., S.W., Washington, DC 20591.

- ACCESS TO THE WORLD: A TRAVEL GUIDE FOR THE HANDICAPPED
  By Louise Weiss

  Chatham Square Press
  401 Broadway, New York, NY 10013
  1977, $8.95, bookstore orders over $5 - 40% discount

  Access to the World is a guide aimed at assisting the handicapped traveler to become independent, utilizing existing services and knowing how and where to locate them. Travel agents, tour operators and travel organizations which offer special arrangements are listed. It also contains access guides and general tips.

- HANDBOOK FOR DESIGN: SPECIALLY ADAPTED HOUSING

  Local Veterans Administration Offices
  1978, 79 pp. Free

  The handbook provides information on designing accessible homes for handicapped persons and covers such topics as site selection, floor plans, interior detail and safety.

- THE HANDICAPPED DRIVER'S MOBILITY GUIDE

  Available to members of local American Automobile Association offices (but would send it even if not a member - as a traffic safety service).
  1978, 78 pp.

  This guide lists more than 500 services and resources available to handicapped drivers, including driving schools prepared to work with handicapped drivers and manufacturers of special adaptive driving equipment.

- INTERNATIONAL DIRECTORY OF ACCESS GUIDES

  Rehabilitation International USA
  20 West 40th Street, New York, NY 10018
  1980, 24 pp. Free

  This directory lists guides for America and 18 foreign countries, describing the accessibility of hotels, restaurants, theaters, churches and transportation. Many guides are free or available for the cost of postage and handling.

- RESOURCE GUIDE: ARCHITECTURAL BARRIERS REMOVAL

  The Office for Handicapped Individuals
  Switzer Building, Room 3631, Washington, DC 20202
  Fall, 1980

  This is a guide to information resources, funding and publications available from Federal sources compiled to aid in the development of a barrier-free environment.

- RESOURCE GUIDE TO LITERATURE ON BARRIER-FREE ENVIRONMENTS

  The Architectural and Transportation Barriers Compliance Board
  Room 1010 Switzer Bldg., 330 C Street, S.W., Washington, DC 20202
  1977, 223 pp. (to be updated Fall 1980)

  This guide is intended both for professionals and individuals, and lists a variety of resources such as architecture books, guides, articles, organizations, aids and devices for handicapped persons. Parks, transit systems and buildings are a few of the areas covered.

- ROLLIN' ON: A WHEELCHAIR GUIDE TO U.S. CITIES
  By Maxine H. Atwater

  Dodd, Mead and Co.
  79 Madison Avenue, New York, NY 10016
  1978, 290 pp. $9.95 + 81¢ postage

  Practical aspects of planning and enjoying a trip for the independent wheelchair traveler are explored. Focus is on 8 major cities (Chicago, Honolulu, New York, Philadelphia, San Diego, San Antonio, San Francisco and Washington); the guide offers basic information applicable anywhere and some specific to other cities.

- TRAVEL ABILITY: A GUIDE FOR PHYSICALLY DISABLED TRAVELERS IN THE UNITED STATES

  By Lois Reamy #60117

  MacMilland and Co.
  866 3rd Avenue, New York, NY 10022
  1978, $9.95 + $1.00 postage and handling

  This is a practical guide to trip planning and vacationing in the U.S. Detailed resources and information are specifically applicable to those with special needs. It includes a state-by-state guide to facilities for the handicapped, transportation and information, and suggestions for using a travel agent. The guide is well organized and helpful to any traveler.

- THE WHEELCHAIR TRAVELER

  Ball Hill Road, Milford, NH 03055
  1979, $7.95 includes postage and handling

  This guide contains over 6000 listings from 50 states, Canada, Mexico, Puerto Rico and much more; information vital to helping handicapped people to more enjoyment of all aspects of life is included. "The Wheelchair Traveler" lists hotels, motels, restaurants and sightseeing attractions that are usable by the handicapped traveler, whether he or she be ambulatory with a bad heart, amputee, arthritic, or in a wheelchair. Each listing has the name and address (or directions), phone number, plus any particular available information needed for the traveler's comfort, such as door opening in inches, steps - if any (most have none) - and a general rating system telling just how usable the listing is.

CHILD ABUSE:
Publications
Publications Catalogs

## CHILD ABUSE PUBLICATIONS

- CHILD ABUSE AND THE LAW: A LEGAL PRIMER FOR SOCIAL WORKERS
  By Barbara Caulfield

  National Committee for Prevention of Child Abuse (NCPCA)
  332 S. Michigan Avenue, Suite 1250, Chicago, IL 60604
  $4.75/single copy

  This publication was prepared to acquaint social workers and others with some of the basics of the law and legal procedure.

- CHILD ABUSE AND NEGLECT: A LITERATURE REVIEW AND SELECTED BIBLIOGRAPHY

  Superintendent of Documents
  U.S. Government Printing Office, Washington, DC 20402
  S/N 027-000-00913-1, 1980, 118 pp. $4.25/copy

  This bibliography provides an overview of current status of the literature in abuse and neglect, and reviews major historical, legal, social and medical issues.

- CHILD ABUSE AND NEGLECT: STATE REPORTING LAWS

  LSDS
  Department 76, Washington, DC 20401
  (OHDS) 78-30141, 1978, 34 pp., one copy free

  This is a summary of key elements of child abuse and neglect statutes of the 50 states, District of Columbia and the Territories as of April 30, 1977. (Prepared for NCCAN.)

- CHILD PROTECTION REPORT

  1301 20th Street, N.W., Washington, DC 20036
  $95.00/year for 1st subscription

  The Report is an independent national newsletter covering the field of children and youth health and welfare services. It is published every two weeks.

- CHILD PROTECTION: THE ROLE OF THE COURTS

  Superintendent of Documents
  U.S. Government Printing Office, Washington, DC 20402
  S/N 017-092-00064-2, 1980, 83 pp. $3.75/copy

  This booklet provides an overview of the court procedures involved in hearing and deciding cases of child abuse and neglect.

- CHILDHOOD COMES FIRST: A CRASH COURSE IN CHILDHOOD FOR ADULTS
  By Ray E. Helfer, M.D.

  Box 1781, East Lansing, MI 48823
  $7.50/copy, 10% discount on 10 or more

  Written for adults, this book provides information about specific skills of interaction which may not have been learned or were perhaps poorly learned as a child. It is useful for young adults, parents and social service workers.

- THE EDUCATOR AND CHILD ABUSE
  By Brian G. Fraser

  NPCPA
  332 S. Michigan Avenue, Suite 1250, Chicago, IL 60604
  $2.50/single copy

  This publication is intended to help educators understand and meet legal responsibilities as they relate to child abuse reporting.

- LEGAL ASPECTS OF PROTECTIVE SERVICES FOR ABUSED AND NEGLECTED CHILDREN: A MANUAL

  Superintendent of Documents
  U.S. Government Printing Office, Washington, DC 20402
  S/N 017-091-0218-5, $3.00/copy

- NATIONAL DIRECTORY OF CHILDREN AND YOUTH SERVICES - 1979-1980

  CPR Directory Services Co., 1301 20th Street, N.W., Washington, DC 20036
  $39.00/copy, post paid

  This directory offers 25,000 listings of service program officials working in city, county, state and federal agencies. It encompasses social services, health services and juvenile court/youth advocacy services.

- NURSES' ROLE IN THE PREVENTION AND TREATMENT OF CHILD ABUSE AND NEGLECT

  Superintendent of Documents
  U.S. Government Printing Office, Washington, DC 20402
  S/N 017-092-00051-1, 1979, 72 pp., $3.50/copy

  This booklet describes the roles and responsibilities of nurses in child maltreatment identification, treatment and prevention.

- THE ROLE OF THE MENTAL HEALTH PROFESSIONAL IN THE PREVENTION AND TREATMENT OF CHILD ABUSE AND NEGLECT

  LSDS
  Department 76, Washington, DC 20401
  (OHDS) 79-30194, 1979, 78 pp., one copy free

  This publication, prepared for the National Center on Child Abuse and Neglect, discusses roles and responsibilities of mental health professionals in the child abuse area.

- WHAT EVERY PARENT SHOULD KNOW
  By Thomas Gordon, Ph.D.

  NCPCA Publishing Department
  332 S. Michigan Avenue, Suite 1250, Chicago, IL 60604
  Station #B-75, $2.00/copy, discounts for quantities over 5

  This publication provides practical suggestions on how to cope with 'kids.' Deals with discipline, conflicts and needs of both parent and child.

- WHAT EVERYONE SHOULD KNOW ABOUT CHILD ABUSE

  Scriptographic Publications
  Channing L. Bete Co., Inc., 200 State Rd. So., Deerfield, MA 01373

  This easy-to-read booklet helps readers recognize symptoms and causes of child abuse. It emphasizes the responsibility to report suspectful cases and explains how troubled families can seek help.

EDUCATION(AL)

- "CHILD FIND" THROUGH THE INTERAGENCY COOPERATION OF SPECIAL EDUCATION, VOCATIONAL EDUCATION, AND VOCATIONAL REHABILITATION: A PROCESS MODEL
  By Jane Ann Razeghi

  American Coalition of Citizens with Disabilities, Inc.
  1200 15th Street, N.W., Suite 201, Washington, DC 20005
  October 1980, free + $1.25 postage and handling

- RESOURCE GUIDE FOR CONSUMER CONSULTANTS IN CAREER EDUCATION AND VOCATIONAL EDUCATION
  By Jane Ann Razeghi and Frank Bowe

  American Coalition of Citizens with Disabilities, Inc.
  1200 15th Street, N.W., Suite 201, Washington, DC 20005
  October 1980, free + $1.25 postage and handling

- RESOURCE GUIDE FOR PARENTS: CAREER EDUCATION AND VOCATIONAL EDUCATION RIGHTS AND OPPORTUNITIES FOR DISABLED STUDENTS AND YOUTH
  By Jane Ann Razeghi and E. Jewell Ginyard

  American Coalition of Citizens with Disabilities, Inc.
  1200 15th Street, N.W., Suite 201, Washington, DC 20005
  Oct. 1980, free + $1.25 postage and handling, 10% discount on 10 or more

- TEACH AND REACH: AN ALTERNATIVE GUIDE TO RESOURCES FOR THE CLASSROOM
  By Ellen Barnes, Bill Eyman and Maddy Broyar

  Human Policy Press
  P.O. Box 127, Syracuse, NY 13210
  $4.50

- THE PUBLIC LAW SUPPORTING MAINSTREAMING
  By A. Lee Parks, Marilyn K. Rousseau, Thomas N. Fairchild, Bart L. Miller, Illus.

  Teaching Resources
  South Pond Park Road, Hingham, MA 02043
  1977, $7.50 + 10% shipping and handling

  This is one book in the MAINSTREAMING SERIES. As stated by the editor, "These texts provide information designed to eliminate misconceptions and stereotypes ..." The book explains Public Law 94-142 and aspects related to the continuing implementation of educational services.

- VOCATIONAL RIGHTS
  By Bicklen, Kennedy, McGuire, Vigdor and Taylor

  DD Rights Center
  Center on Human Policy, 216 Ostrom Ave., Syracuse, NY 13210
  $.50 - checks to Human Policy Press

  This paper contains information for consumers and advocates on vocational rehabilitation rights. Included are questions and answers on rehabilitation rights, common complaints, information on federal mandates and lists of advocacy organizations.

- YOUR RESPONSIBILITIES TO DISABLED PERSONS, AS A SCHOOL OR COLLEGE ADMINISTRATOR

  Department of Health and Human Services
  Washington, DC 20201

  Provides information on Title V, Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) and the Education for All Handicapped Children Act of 1975 (Public Law 94-142). It lists who is handicapped; compliance standards and the law regarding education from preschool to college; physical access to buildings; employing handicapped persons; and where more information can be obtained.

FEDERAL PROGRAMS

- FEDERAL ASSISTANCE FOR PROGRAMS SERVING THE HANDICAPPED

  The Office for Handicapped Individuals
  Switzer Bldg., 330 C Street, S.W., Room 3631, Washington, DC 20202
  1980 Update

  This is a comprehensive listing and description of Federal programs and activities which provide assistance and benefits to handicapped people and those working on their behalf. (Excerpted from 1978 Catalog of Federal Domestic Assistance, supplemented by an explanatory narrative.)

- THE GUIDE TO FEDERAL BENEFITS AND PROGRAMS FOR HANDICAPPED CITIZENS AND THEIR FAMILIES

  Association for Retarded Citizens
  Government Affairs Office, 1522 K Street, Suite 516, Wash., DC 20005
  October 1979, $79.95

  This guide, a third edition of The Guide to Federal Resources for the Developmentally Disabled, published by the Federal Programs Information and Assistance Project, compiles information for service providers to handicapped individuals and their families on federal programs and services, community development, health, income, research and training, protection of rights under federal law, and resource organizations. Covers over 250 programs including voluntary organizations, legal advocacy organizations, UAF's, regional resource cneters, Congressional Committees and state agencies.

- THE HANDICAPPED: A SUBJECT BIBLIOGRAPHY

  Superintendent of Documents
  U.S. Government Printing Office, Washington, DC 20402
  SB-037, free

  This is a bibliography of federal government publications dealing with issues, problems, programs for the physically and mentally handicapped. It should be available at any government bookstore, or write directly to the Superintendent of Documents.

- POCKET GUIDE TO FEDERAL HELP FOR THE DISABLED PERSON

Superintendent of Documents
U.S. Government Printing Office, Washington, DC 20402
S/N 017-000-00216-3, 1979, 20 pp. $1.00

This guide is designed as a starting point for handicapped persons in search of services. It outlines the variety and general scope of Federal support for programs and services for the disabled.

GENERAL

- ABOUT BARRIERS

  Architectural and Transportation Barriers Compliance Board
  Department of Health and Human Services
  Switzer Bldg., 330 C Street, S.W., Room 1010, Washington, DC 20201
  1979, 18 pp., free

  Aimed at raising public consciousness, this 18-page booklet describes barriers, whom they affect, what they cost, and what is being done about them, particularly on the national level. It also contains resource lists and suggestions for local action.

- CLOSER LOOK

  Closer Look Information Center
  P.O. Box 1492, Washington, DC 20013

  Closer Look is a national information center set up to assist parents in locating appropriate educational programs and special services for their handicapped child. The information packet outlines practical step-by-step procedures for dealing with various disabilities and includes a list of special education personnel to contact at state boards of education.

- DIRECTORY OF MEMBERS (PRIVATE RESIDENTIAL FACILITIES FOR THE MENTALLY RETARDED)
  By Joni Fritz

  National Association of Private Residential Facilities for the Mentally Retarded
  6269 Leesburg Pike, Suite B-5, Falls Church, VA 22044
  1980, $15.00

- DIRECTORY OF NATIONAL INFORMATION SOURCES ON HANDICAPPING CONDITIONS AND RELATED SERVICES

  Superintendent of Documents
  U.S. Government Printing Office, Washington, DC 20402
  S/N 017-000-00205-8, 1976, 405 pp., loose-leaf, $6.50

  This is a directory of national information and direct service providers. It states the handicapping conditions which are served and contains brief and practical descriptions of activities, services, eligibility, fees, and rates. It is aimed at information and service providers.

- DIRECTORY OF ORGANIZATIONS INTERESTED IN THE HANDICAPPED

  People-to-People Committee for the Handicapped
  1522 K Street, N.W., Suite 1130, Washington, DC 20005
  Revised and updated 80-81, $2.00 to handicapped individuals and families, $3.00 to all other parties.

  This Directory supplies information on public and private groups working with and for people with disabilities, including state employment security agencies and state vocational rehabilitation agencies. It also lists organizations concerned with developmental disabilities.

- DIRECTORY OF SERVICES FOR THE DEVELOPMENTALLY DISABLED

  New Dimensions in Community Services, Inc.
  444 Geary Blvd., Suite 210, San Francisco, CA 94118
  November 1979, 100 pp., $2.50

  This is a Directory of agencies, groups, foundations and organizations (public and private) involved in providing services to the developmentally disabled. Listings do not represent all the groups involved with the developmentally disabled, but they include useful information on the availability of a large number of services and programs.

- DIRECTORY OF SERVICES FOR HANDICAPPED CHILDREN AND ADULTS

  Coordinating Council for Handicapped Children
  407 S. Dearborn, Chicago. IL 60605
  1980, $10.00 + postage and handling

  This is a Directory of services for all categories of handicapped children and adults in the Chicago Metropolitan area. It lists over fifteen-hundred services alphabetically and by disability. It is useful as a model for other areas.

- DIRECTORY OF STATE MENTAL HEALTH FACILITIES

  National Association of State Mental Health Program Directors
  1001 3rd st., S.W., Washington, DC 20024
  1980

- FACILITATION OF FAMILY-PROFESSIONAL INTERACTION

  National Easter Seal Society
  20230 W. Ogden Avenue, Chicago, IL 60612
  1976, 6 pg., $.35

  This pamphlet contains suggestions for helping persons who need services and those who provide them to communicate effectively.

- HANDICAPPED FUNDING DIRECTORY
  Burton J. Eckstein, Ed.

  Research Grant Guides
  P.O. Box 357, Oceanside, NY 11572
  1980, 174 pp., $16.50, quantity discount available

  This Directory lists over 400 foundations, government agencies and associations which grant funds to institutions and agencies for programs and services for handicapped individuals. It includes tips on obtaining foundation grants, names and addresses of state agency directors and a bibliography of publications on grant funding. The next edition will be available in January, 1982. The Directory is updated regularly.

- HANDLING THE YOUNG CEREBRAL PALSIED CHILD AT HOME
  By Nancie R. Finnie, FCSP

  E.P. Dutton and Co., Inc.
  2 Park Avenue, New York, NY 10016
  1975 (2nd Edition) 337 pp. $7.95

  This book helps therapists, teachers and parents by giving specific advice on the handling of various types of children, as well as on treatment, equipment, and play activities. Many sketches assist in clarifying various equipment, positions and techniques. It also contains a reading list, resources for equipment and accessories and some addresses of agencies and organizations dealing with special education and special children.

- HELPING THE SEVERELY HANDICAPPED CHILD (A GUIDE FOR PARENTS AND TEACHERS)
  Phyllis B. Doyle, John F. Goodman, Jeffrey N. Grotsky, Lester Mann, Thomas Y. Crowell, Publishers

  10 E. 53rd Street, New York, NY 10022

  Simple in language and approach for parents and teachers of mentally retarded children with severe physical impairments from 3-21 years of age, the Guide is based on 3 questions often asked by parents of severely handicapped children: What is the public school doing to help my child? What can I do at home to help my child? Where can I find the special help he or she needs? It contains suggested readings, annotated bibliography and a directory of national agencies that aid the severely handicapped and includes a brief summary of each organization's purpose and list of services.

- PROMISE AND PERFORMANCE: CHILDREN WITH SPECIAL NEEDS. ACT'S GUIDE TO TV PROGRAMMING FOR CHILDREN
  Edited by Maureen Harmonay

  Action for Children's Television
  46 Austin Street, Newtonville, MA 02160

  This is a compilation of articles and essays analyzing and discussing television's portrayal of and impact on special children. It provides valuable information in successful programming.

- REFERENCE GUIDE ON INDIVIDUALIZED PLANS FOR MENTALLY RETARDED/DEVELOPMENTALLY DISABLED
  Compiled by Lynda D. Kahn

  Nisonger Center for MR/DD
  Publications Department, Rm. 438, The Ohio State University, 1580 Cannon Drive, Columbus, OH 43210
  1976, 55 pp., $1.35

  Of the 11 sections in the manual, one deals with a synthesized list of basic components of individualized plans (from the IHP to IPP to IEP, etc.), another gives quick definitions for commonly used acronyms, another provides definitions and terminology used in the legislation and standards regarding individualized plans and programming. There is a section on the QMRP (Qualified Mental Retardation Professional), and an area on standards and the Developmentally Disabled Assistance and Bill of Rights Act of 1975.

- SOURCES OF INFORMATION ON SELF-HELP DEVICES FOR PERSONS WITH DISABILITIES

  National Easter Seal Society
  2023 W. Ogden Avenue, Chicago, IL 60612
  Pamphlet

- SUBJECT BIBLIOGRAPHY (SB-037) The Handicapped

  Superintendent of Documents
  United States Government Printing Office, Washington, DC 20402
  October 1979, 14 pp.

  This bibliography contains entries of available pamphlets and books published by the Superintendent of Documents. Subjects include access, advocacy, education and Federal assistance.

- SUDDEN INFANT DEATH SYNDROME (S.I.D.S.) CLEARINGHOUSE

  1555 Wilson Blvd., Suite 600, Rosslyn, VA 22209
  (703) 522-0870

  The Sudden Infant Death Syndrome (S.I.D.S.) Clearinghouse was established in July 1980 to provide public information and professional educational materials relating to S.I.D.S. to health care providers, public safety officials and the general public.
  The Clearinghouse maintains a core library of standard reference materials and major studies in the S.I.D.S. field. It is also building a data base of bibliographic references to printed and audio-visual S.I.D.S. materials that are primarily patient and family oriented.

- TIPS - QUARTERLY PUBLICATION OF THE MUSCULAR DYSTROPHY ASSOCIATION, INC.

  810 7th Avenue, New York, NY 10019
  Free

  This is a 35-page booklet with specific information on various areas of need including barriers and federal help. It is designed for parents and professionals.

- U.S. FACILITIES AND PROGRAMS FOR CHILDREN WITH SEVERE MENTAL ILLNESSES - A DIRECTORY

  U.S. Department of Health and Human Services
  National Institute of Mental Health, 5600 Fishers Lane, Rockville, MD 20857
  S/N 017-0240-00689-1, 1977, 504 pp., $5.00

  Programs and facilities listed in the Directory include those which serve children diagnosed as autistic, schizophrenic, or as having any of the other childhood psychoses or severe mental disorders. It is hoped that the Directory will assist parents and professional personnel who need to find services for children, and that it will also serve as a communications mechanism for agencies involved in the areas.

- WAY TO GO

  University Park Press
  International-Publishers in Science and Medicine, 233 E. Redwood Street, Baltimore, MD 21202
  1978, $14.95 prepaid or charge orders

  Way to Go is an action-oriented series of 5 modules that offers a "way to go" in developmental services. The five topics that are dealt with include normalization, rights, advocacy, individual program planning and a survival kit. This series can be used in classes or as a self-learning aid. Each module explains its topic and offers suggestions and/or exercises that will aid in developing skills in the topic area.

HEALTH CARE

- CIVILIAN HEALTH AND MEDICAL PROGRAM (Handbook for Beneficiaries Health Benefits Services for Dependents and Survivors) (CHAMPVA)

  Available by calling local Veteran's Administration Office
  March 1980, 42 pp., free

  This Handbook furnishes basic information pertaining to eligibility, medical care services and the method for filing claims under the CHAMPVA program. CHAMPVA authorizes the VA to provide medical care for the spouse or child of a veteran who has a total disability, permanent in nature, resulting from service-connected disability, and the widow, widower or child of a veteran who has died of a service-connected disability, providing they do not have entitlement to care under CHAMPUS or Medicare.

- YOUR MEDICARE HANDBOOK

  Department of Health and Human Services
  Social Security Administration, Baltimore, MD 21235
  Free from local SS office, 62 pp.

  This Handbook tells what Medicare is and how it works. Medicare is a Federal government health insurance program for people 65 and older and some people under 65 who are disabled. The Handbook discusses services and supplies covered by Medicare, how to submit it and where to send medical insurance claims, and what Medicare does not cover.

  Cross reference: "Income Support Programs" for FEDERAL BENEFITS FOR VETERANS AND DEPENDENTS.

# INCOME SUPPORT PROGRAMS

- FEDERAL BENEFITS FOR VETERANS AND DEPENDENTS

  Available by calling local Veteran's Administration Office
  January 1980, 73 pp., free

  This Handbook furnishes basic information pertaining to eligibility for VA to provide medical care for the spouse or child of a veteran who has a total and permanent disability resulting from a service-related disability, and the widow, widower or child of a veteran who has died of a service-connected disability, providing they do not have entitlement to care under CHAMPUS or Medicare. Normally, this care will be provided in non-VA facilities under the CHAMPVA program. It also contains pension information and VA installations listed by state.

- FRAC'S GUIDE TO THE FOOD STAMP PROGRAM

  Food Research Action Center
  2011 I Street, N.W., Suite 700, Washington, DC 20006
  1980, 36 pp. $1.00

  This is a lay handbook explaining eligibility to federal food stamps, written to take the reader through steps necessary to determine food stamp eligibility. It has been updated to include new food stamp allotments. The FRAC Guide is also available in Spanish. The organization maintains mailing lists for periodic mailings on program changes and developing issues in the areas of food stamps, child nutrition, summer food programs, and school lunch programs.

- PUBLIC BENEFITS MANUAL

  Legal Council for the Elderly
  1909 K Street, N.W., Washington, DC 20047

  Fifteen separate sections cover basic eligibility and entitlement for public benefits programs, income support and health care. The manual includes OASOI, SSI, Medicare, Medicaid, VA, unemployment, Food Stamps, and Black Lung information. It is revised and updated annually.

- SOCIAL SECURITY MANUAL

  The National Underwriter Co.
  420 E. Fourth Street, Cincinnati, OH 45202
  1981, 140 pp., single copy $4.00; quantity discount available

  The Manual provides answers to commonly asked social security, SSI and Medicare questions in a question and answer format. It contains fully indexed, excellent references for lay advocates. This is an annual publication and is revised to include information based on new benefit formulas and Social Security law changes. (1981 edition will be available February 1981.)

- SOCIAL SECURITY HANDBOOK

  U.S. Department of Health and Human Services
  Social Security Administration, HEW Publications (#SSA) 77-10135R,
  Superintendent of Documents, U.S. Government Printing, Office,
  Washington, DC 20402
  SSH 017-070-00299-4, 525 pp., $4.75

  This is a comprehensive survey of coverage and entitlement for retirement, survivors and disability insurance, Medicare, supplemental security income and Black Lung benefits. It is an excellent reference book for lay advocates and others working with the disabled and elderly.

- SSI HANDBOOK FOR PHYSICIANS, ALLIED HEALTH WORKERS, SOCIAL WORKERS, EDUCATORS, COMMUNITY WORKERS, AND OTHERS WHO WORK WITH DISABLED AND BLIND CHILDREN

  Massachusetts Committee for Children and Youth, Inc.
  14 Beacon Street, Suite 706, Boston, MA 02108
  1978 (Revised), 12 pp., $1.00

  This Handbook provides information on disability standards, writing disability reports, financial standards, application and disability determination process, the appeal process, other programs, and dealing with the Social Security Administration. Its purpose is to enable workers to help families obtain needed benefits.

PARENT CHILD INFORMATION

- NOTES FROM A DIFFERENT DRUMMER: A GUIDE TO JUVENILE FICTION PORTRAYING THE HANDICAPPED

  By Barbara H. Baskin and Karen H. Harris

  R.R. Bowker Co.
  New York and London, 1180 Avenue for the Americas, New York, NY 10036
  1978, 375 pp., $17.50 plus shipping and handling

  Detailed and comprehensive, clearly explaining criteria and categories, this book covers fiction written 1940-1975. It is indexed by time and subject.

- PICK A TITLE: A COLLECTION OF CHILDREN'S BOOKS AND OTHER MEDIA ABOUT THE HANDICAPPED

  Baltimore, MD: Maryland State Department of Education, Division of Special Education, Information Management Branch, 200 W. Baltimore Street, Baltimore, MD 21201
  1978, one free; write for cost of quantities

  This collection contains listings of titles of books and audiovisual materials published in the last five years to help children understand and learn about handicapping conditions. Also included is a professional reference section and listing of publishers and producers.

- A READER'S GUIDE FOR PARENTS OF CHILDREN WITH MENTAL, PHYSICAL OR EMOTIONAL DISABILITIES

  Coralie B. Moore and Kathryn Gorham Moore

  HEW Public Health Service, Health Services Administration,
  Bureau of Community Health Services, Rockville, MD 20857
  DHEW Pub. No. (HSA) 79-5290, 1977, 143 pp., single copies free

  This is a listing of books designed to help parents who have children with handicapping conditions. Areas covered are handicapping conditions, how to teach, train and play at home, issues and answers for handicapped individuals, and books for children. A listing of directories and organizations is also provided. (The editors of this Directory found the Guide very informative, well organized and practical.)

- SELECTED READING SUGGESTIONS FOR PARENTS OF MENTALLY RETARDED CHILDREN

ARC Publications, National Headquarters
2709 Avenue E East, Arlington, TX 76011
1980, 26 pp., $.40

This is a list of available recent books and pamphlets covering areas of most interest to parents from various sources. It contains a good, basic bibliography.

PROGRAM DEVELOPMENT

- CHILD DEVELOPMENT: DAY CARE. 8. SERVING CHILDREN WITH SPECIAL NEEDS
  By Sam Granato and Elizabeth Krone

  Publications Department
  Health and Human Services, Office of Human Development, Administration for Children, Youth and Families, P.O. Box 1182, Washington, DC 20013
  Single copies free; multiple copies through GPO

  This handbook defines children with special needs and develops guidelines for providing services to them. It answers questions commonly raised by staff and describes staff needs, training, and resources. It discusses problems related to communicating with parents, questions parents ask, parents of special children, and communication between parents. It provides guidelines for program development including basic needs for all children, orientation activities, promoting good feelings among children, designing behavior, daily activities, dealing with difficult times in the day-care day, evaluation, and follow-through. It gives techniques for dealing with special needs of the visually-impaired, hearing-impaired, other physically disabled, and mentally retarded children, as well as children with learning disabilities and other emotional problems. Appendices list community resources available to help provide services for children with special needs and a description of what services each gives; a description of local, state and federal funding resourses; and a bibliography sectioned according to special problems dealt with in the handbook.

- CITIZEN ADVOCACY COORDINATOR'S HANDBOOK

  Massachusetts Association for Retarded Citizens, Inc.
  Citizen Advocacy Project, 217 South Street, Waltham, MA 02154
  October 1980, $10.00

  This Handbook is packed with essential information for a citizen advocacy coordinator on topics such as establishing a citizen advocacy office, recruiting advocates and proteges, screening and public relations. The Handbook also includes a curriculum for initial and on-going training of advocates.

- THE PILOT PARENT PROGRAM: A DESIGN FOR DEVELOPING A PROGRAM FOR PARENTS OF HANDICAPPED CHILDREN
  By Fran Porter

  Greater Omaha Association for Retarded Citizens
  3212 Dodge, Omaha, NB 68131
  1978, 99 pp., $10.50

  This manual is for people interested in developing Pilot-Parent Programs and includes both information on organizing and managing a program and a curriculum for training pilot parents in 6 training sessions. The program matches parents of handicapped children with parents whose children are newly diagnosed as developmentally disabled for support, information and reference.

- PRODUCING A PUBLIC RELATIONS PROGRAM FOR DISABLED ADULTS

  Superintendent of Documents
  U.S. Government Printing Office, Washington, DC 20402
  S/N 040-000-00397-5, 1978, 24 pp., $1.30

  This guide was designed to help disabled people and organizations concerned with disabled people produce public relations programs which would create opportunities for disabled adults to realize an independent life. Steps in planning, producing and promoting a public relations program are presented.

RECREATION/CAMPS

- LET'S PLAY GAMES!
  By Katherine Bissell Croke and Betty Jane Fairchild

  The National Easter Seal Society
  2023 W. Ogden Avenue, Chicago, IL 60612
  1978, 62 pp., $1.50

  This is a compilation of more than 50 group games that children and young adults with physical handicaps can play and enjoy with or without adaptations.

- PARKS AND RECREATION INFORMATION

  Available through your state's Natural Resources Department.
  Example: Ohio Dept. of Natural Resources, Public Information,
  Fountain Square, Bldg. C, Columbus, OH 43224

  This publication may be able to provide information on private residential camps within your state, as well as special facilities in public camping grounds, parks and state supported attractions.

- RECREATION HANDBOOK

  ARC Publications, National Headquarters
  P.O. Box 6109, Arlington, TX 76011
  1977, 44 pp., $1.35

  This book offers information for promoting and monitoring recreation services by state and local Association of Retarded Citizens Units. It is also a reference book to readings, film and other resources in recreation.

- RECREATION AND LEISURE FOR HANDICAPPED INDIVIDUALS: INFORMATION RESOURCES FUNDING GUIDE

  Superintendent of Documents
  U.S. Government Printing Office, Washington, DC 20402
  S/N 017-060-00132-2, 1979, 94 pp., $2.40

  Designed for professionals and administrators, this is a guide to information resources, funding, and publications to aid in the development of recreational programs and leisure time activities for handicapped persons.

RIGHTS: LEGAL SERVICES AND ADVOCACY

- ACTION THROUGH ADVOCACY: A MANUAL FOR TRAINING VOLUNTEERS

  Research and Training Center in Mental Retardation
  Texas Tech University, Box 4510, Lubbock, TX 70409

  This Manual for trainers of advocates for developmentally disabled people covers an orientation to advocacy, developmental disabilities, communication, assertiveness and taking action.

- AN ADVOCACY MANUAL FOR PARENTS OF HANDICAPPED CHILDREN

  Superintendent of Documents
  U.S. Government Printing Office, Washington, DC 20402
  S/N 017-080-01546-3, 1976, 61 pp., $1.55

  Institute for Child Advocacy
  4305 S. Broadway, Los Angeles, CA 90037

  Although specific to the Los Angeles area for resources and agencies, this Manual is written simply and contains good general information on rights and entitlements of handicapped children. Facts about tax deductions, social security benefits, and SSI for the handicapped child are included, as well as guidelines which may be used to develop effective advocacy strategies.

- AMICUS - A PERIODICAL (Bimonthly)

  National Center for Law and the Handicapped
  University of Notre Dame, P.O. Box 477, Notre Dame, IN 46556
  Individual $10.00/yr. Organizations $12.00/yr.

  News from the government and other organizations and current court decisions relevant to the concerns of handicapped persons are reported.

- BACKGROUND MATERIALS ON DD'S ADVOCACY (#24,136)
  By Alan W. Houseman and Stanley Herr

  Legal Services Corporation, National Clearinghouse for Legal Services,
  500 North Michigan Avenue, Suite 1940, Chicago, IL 60611
  February 1978, 69 pp., $4.50

- BASIC PRINCIPLES OF ADVOCACY

  Vermont Developmental Disabilities Law Project
  (Center for Law and Health Sciences), 180 Church Street,
  Burlington, VT 05401
  1978, 28 pp., free

  This manual outlines permissible and prohibited activities of advocates in representing their client's interests with institutions which provide services to handicapped people. Sample advocacy problems are included.

- CITIZEN ADVOCACY DIRECTORY

  ARC Publications
  National Headquarters, 2709 Avenue E, East, Arlington, TX 76011

  This is a list of active state and local citizen advocacy programs, current as of November, 1980. The Directory is sent to ARC members only; membership fee is $10.00 per year.

- CITIZEN ADVOCACY: HOW TO MAKE IT HAPPEN

  Texas Tech Research and Training Center in Mental Retardation
  Box 4510, Texas Tech University, Lubbock, TX 79409
  September 1, 1980

  This administrator's guide covers activities such as determining the feasibility of establishing a citizen advocacy program, bringing the program to operational status, obtaining funds, planning the program, recruiting and screening. It also discusses management styles, advocates and proteges, motivation and follow-along of matches, evaluation and public relations.

- CITIZEN ADVOCACY RESOURCES

  The Research and Training Center in Mental Retardation
  Texas Tech University, Box 4510, Lubbock, TX 79409
  1979, 170 pp., $3.00

  This is an extensive annotated bibliography of literature, training materials and other resources related to advocacy for developmentally disabled persons.

- 1981 DIRECTORY OF LEGAL AID AND DEFENDER OFFICES IN THE UNITED STATES

  National Legal Aid and Defender Association
  1625 K Street, N.W., 8th floor, Washington, DC 20006

  This Directory includes a special needs section which identifies programs providing specialized services to particular client groups, including juveniles and the developmentally disabled.

- THE EDUCATIONAL ADVOCACY MANUAL
  Roger Manus, Compiler

  Developmental Disabilities Training Institute
  University of North Carolina, #3 Craige Trailer Park, 194A, Chapel Hill, NC 27514
  1978, 181 pp., $4.00

  This resource manual contains charts, outlines, sample letters, worksheets, lists and short articles devoted to substantive rights, processes for implementing them, information about educational methods and terminology, and advocacy resources.

- THE EDUCATIONAL RIGHTS OF HANDICAPPED CHILDREN: A PARENT'S GUIDE

  Coordinating Council for Handicapped Children
  407 S. Dearborn Street, Room 680, Chicago, IL 60605
  1978, $1.50

  This pamphlet is to familiarize the parent, guardian or advocate of a handicapped child with the educational rights of children. The intent of PL 94-142 is to prevent segregation of handicapped children, but at the same time, to assure that special programs and related services are provided when needed. Topics covered are the child's rights, the individualized education program (IEP), access to a child's school record, special education services, and the right to an impartial due process hearing.

- HANDBOOK OF ADVOCACY STRATEGIES

  National Easter Seal Society for Crippled Children and Adults
  2023 West Ogden Avenue, Chicago, IL 60612
  1976, 48 pp., $1.25

  This is the final report of an advocacy project with models in six states. It emphasizes systems advocacy.

- HOW TO GET SERVICES BY BEING ASSERTIVE

  Coordinating Council for Handicapped Children
  407 S. Dearborn Street, Room 680, Chicago, IL 60605
  1980, 100 pp., $4.00 + 50¢ postage and handling

  A 100-page manual which shows parents and consumers how to build self-confidence; be properly assertive at staffings, IEP conferences, Due Process hearings, etc.; handle bureaucratic red tape; and improve communication skills.

- HOW TO ORGANIZE AN EFFECTIVE PARENT/ADVOCACY GROUP AND MOVE BUREAUCRACIES

  Coordinating Council for Handicapped Children
  407 S. Dearborn Street, Room 680, Chicago, IL 60605
  1980, 130 pp., $4.00 + .50¢ postage and handling

  A 130-page handbook which shows parents, consumers and professionals how to organize an effective parent/advocacy group and make it work. Includes how to organize, what to recognize, funding, public awareness, etc.

- I CAN HELP MYSELF

  ARC Publications
  National Headquarters, P.O. Box 6109, Arlington, TX 76011
  1978, 14 pp., $1.00

  This well-illustrated and easy-to-read handbook is about citizen advocacy for retarded citizens. It tells retarded people how to help represent themselves as self-advocates. It tells of their rights before the law, how to act if stopped by a police officer, and how to handle everyday problems.

- IT'S TIME TO STAND UP FOR YOUR CHILDREN: A PARENT'S GUIDE TO CHILD ADVOCACY

  Children's Defense Fund
  1520 New Hampshire Avenue, N.W., Washington, DC 20036
  1978, 46 pp., $1.65 (quantity discount available)

  This is a clear, brief handbook describing child advocacy and outlining, step-by-step, strategies of advocacy. While the information is not exclusively specific to the disabled or handicapped, it is all relevant, helpful and applicable to anyone striving to meet children's needs and working to protect their rights. CDF hopes this guide will be used along with its companion handbook, "Where Do You Look? Whom Do You Ask? How Do You Know? Resources for Child Advocates." Both are available from CDF.

- LAW AND THE HANDICAPPED
  By Paul G. Hearne

  Legal Services Corporation
  National Clearinghouse for Legal Services
  500 North Michigan Avenue, Suite 1940, Chicago, IL 60611
  #26,264, 1979, 10 pp., $.75

- THE LEGAL RIGHTS OF RETARDED PERSONS

  Public Affairs Pamphlets
  381 Park Avenue, S., New York, NY 10016
  Public Affairs Pamphlet #583, 1980, $.50

  This pamphlet contains valuable information in a simple and concise format to educate parents, guardians and citizens in general about the legal rights of mentally retarded persons.
  A catalog of other pamphlets is available.

- LET OUR CHILDREN GO: AN ORGANIZING MANUAL FOR ADVOCATES AND PARENTS
  By Douglas Bicklen

  Human Policy Press
  P.O. Box 127, University Station, Syracuse, NY 13210
  1974, 144 pp., $4.50 (quantity discount available)

  This Manual explains how to become organized and how to affect systemic change for your child and others. It gives many concrete examples and elaborates on these to illustrate methods of dealing with problems.

- A LOOK AT DUE PROCESS (FOR PARENTS OF HANDICAPPED CHILDREN)

  The Ohio Department of Education
  933 High Street, Worthington, OH 43085
  1979

  Designed for parents, this pamphlet includes what parents need to know about their rights and about procedures to use in resolving differences between parents and school personnel. It informs parents where they can get more information both at the national level and in the State of Ohio.

- NEGOTIATION: A TOOL FOR CHANGE
  By Steven Taylor

  D.D. Rights Center
  Center on Human Policy, 216 Ostrom Avenue, Syracuse, NY 13210
  1979, 7 pp., $.35

  This pamphlet presents simple and concise information on effective negotiation. It briefly discusses approaches, preparations and strategies for effective negotiation.

- 94-142 AND 504: NUMBERS THAT ADD UP TO EDUCATIONAL RIGHTS FOR HANDICAPPED CHILDREN: A GUIDE FOR PARENTS AND ADVOCATES

  Children's Defense Fund
  Research Project, Inc., 1520 New Hampshire Ave.,N.W., Washington, DC 20036
  1978, $2.20 (quantity discounts available)

  This is a brief and informative Guide outlining the law and giving information on how to participate in the process of implementation for your child. It also lists national and regional resources, including advocacy groups.

- A PARENT'S GUIDE TO ENSURING THE EDUCATIONAL RIGHTS OF CHILDREN

  National Center for Law and the Handicapped
  University of Notre Dame, P.O. Box 477, Notre Dame, IN 46556

  This Guide provides an overview of questions often asked by parents concerning education for their children with special needs. The options available to parents regarding these problems are explained in the content of the legal options.

- PARTICIPATING CITIZENS: A MODEL STATE PLAN FOR CONSUMER INVOLVEMENT IN REHABILITATION

  American Coalition of Citizens With Disabilities, Inc.
  1200 15th St., N.W., Suite 201, Washington, DC 20005
  $4.00 + $1.25 postage and handling (10% discount on 10 or more)

- PLANNING EFFECTIVE ADVOCACY PROGRAMS

  American Coalition of Citizens With Disabilities, Inc.
  1200 15th St., N.W., Suite 201, Washington, DC 20005
  1979, 61 pp., $4.00 + $1.25 postage and handling (10% discount for 10 or more)

  This book tells advocates how to increase local visibility, build coalitions, improve leadership, conduct workshops, work with facilities, familiarize themselves with the workings of State and local government, and apply for grants.

- THE RIGHTS OF MENTALLY RETARDED PERSONS: THE BASIC ACLU GUIDE FOR THE MENTALLY RETARDED PERSON'S RIGHTS
  By Paul R. Friedman

  Avon Books, A Division of Hearst Corp.
  959 Eighth Avenue, New York, NY 10019
  1976, 186 ppl, $1.50

  This Guide sets forth your rights under present law and offers suggestions on how you can protect your rights. It is one of a continuing series of handbooks published in cooperation with the ACLU. These books have been planned as guides for the people directly affected and are written in question and answer format. They contain a bibliography and list of resource organizations. Other ACLU Guides available include: Rights of Hospital Patients; Rights of Physically Handicapped People; and Rights of Students.

- RIGHTS NOW

  National Institute on Mental Retardation
  Kinsmen NIMR Building, York University Campus, 4700 Keele St.,
  Downsview, Ontario, Canada M3J1P3

  Rights Now is a reading-free, self-instructional program which has been designed to "give concrete form to the concept of human dignity and shows us a way to let people with handicaps speak for themselves" (publisher). Posters, tapes, leader's guides, and combinations of tapes and pictures are available.

- A SELECTIVE LISTING OF LEGAL RESOURCES FOR THE HANDICAPPED (Includes Protection and Advocacy Systems): A DIRECTORY

  National Center for Law and the Handicapped, Inc.
  P.O. Box 477, University of Notre Dame, Notre Dame, IN 46556
  1979, $3.00

  This is a state-by-state Directory listing attorneys and advocacy groups and the areas of law in which they are intersted. As stated by the publisher, "The Directory, as such, is intended to help individuals seeking advocates to find attorneys interested in these areas of law and the handicapped." The advocacy systems listed include those within each State that were created under the Developmentally Disabled Assistance and Bill of Rights Act (Public Law 94-103). The publisher plans to update the Directory periodically and also offers other publications.

- SELF ADVOCACY: YOU HAVE THE RIGHT TO SPEAK FOR YOURSELF OR TO HAVE AN ADVOCATE SPEAK WITH YOU

  Protection and Advocacy Agency of Hawaii
  1580 Makaloa Street, Suite 860, Honolulu, Hawaii 96814
  1978, 32 pp., $10.00

  This manual is written for self-advocates, defining the rights every person has in the United States. It explains what laws and steps aid in ensuring these rights.

- SOCIAL SECURITY DISABILITY BENEFITS: LEGAL ISSUES FOR MENTALLY DISABLED CLAIMANTS

  American Bar Association Commission on the Mentally Disabled
  Cleveland Legal Aid Society, Bar Advocacy Project
  1223 W. 6th Street, Cleveland, OH 44113
  1979, 120 pp., $7.50

  This is a comprehensive survey and analysis of the legal issues involved in social security disability benefits as they relate to individuals with mental disabilities.

- A STEP-BY-STEP GUIDE FOR PARENTS OF HANDICAPPED CHILDREN AND DUE PROCESS PROCEDURES (How to Correctly Place Your Child in School)

  Southwestern Ohio Coalition for Handicapped Children (SOC)
  Parent Information Center
  3024 Burnet Avenue, Cincinnati, OH 45219
  Single copy free. Maximum quantity 50 - postage and handling charge

  This booklet outlines basic steps that, if followed, should result in appropriate educational service for most handicapped children. It provides pertinent information concerning the rights and responsibilities of the child/parent/school.

- UNDERSTANDING THE LAW: AN ADVOCATE'S GUIDE TO THE LAW AND DEVELOPMENTALLY DISABLED

  By Stephen Taylor and Douglas Biklen

  Human Policy Press
  P.O. Box 127, Syracuse, NY 13210
  $3.25, checks payable to Human Policy Press

  The purpose of this Guide is to provide consumers and advocates with a better understanding of the law and the legal process. Included is a glossary of legal terms, explanation of the system of laws, overview of stages of litigation, how to research the law, how to build a case and methods for action.

- YOUR RIGHTS AS A DISABLED PERSON

  U.S. Department of Health and Human Services
  Washington, DC 20201
  1978 (4-fold leaflet, single copy free from National Easter Seal Society, 2023 W. Ogden Avenue, Chicago. IL 60612)

  This leaflet provides a description of federal laws which give persons with disabilities equal rights to education, employment, health care, senior citizen activities and welfare. It also indicates where to write for more information or to file a complaint.

SEX EDUCATION

- BIRTH CONTROL METHODS: A SIMPLIFIED PRESENTATION FOR THE MENTALLY RETARDED

  Perennial Education, Inc.
  1825 Willow Road, P.O. Box 236, Northfield, IL 60093
  1980

  Developed by Planned Parenthood of Northern New York, this is a filmstrip with an illustrated flip chart and script for instructors.

- HUMAN SEXUALITY: A SELECTED BIBLIOGRAPHY FOR PROFESSIONALS

  Sex Information and Education Council of the U.S. (SIECUS)
  84 5th Avenue, Suite 407, New York, NY 10011
  November 1980, $1.00 plus stamped, self-addressed envelope

  This is a bibliography which lists major works on human sexuality by categories. Eighteen titles concerned with sexuality and the handicapped or disabled are listed under "Sexuality and Health Concerns."

- LOVE, SEX AND BIRTH CONTROL FOR THE MENTALLY RETARDED: A GUIDE FOR PARENTS

  By Winifred Kempton, Medora Bass, and Sol Gordon

  Planned Parent Association of Southeastern Pennsylvania
  1402 Spruce Street, Philadelphia, PA 19102
  1979, 41 pp., $1.95 (or contact your local Planned Parenthood office)

  This pamphlet gives suggestions for instructing mentally retarded children about sex and methods of contraception. It includes a bibliography on additional materials.

- ON BEING SEXUAL (FOR THE MENTALLY RETARDED)

  Stanfield House
  900 Euclid Avenue, P.O. Box 3208, Santa Monica, CA 90403
  (Four 10-20 minute cassettes, $50.00)

- PUBERTY IN THE GIRL WHO IS RETARDED
  By Ann Pattullo

  National Association for Retarded Citizens
  2709 E. East, Arlington, TX 76011
  1969

- SEX AND THE HANDICAPPED

  Focus International, Inc.
  1 East 53rd Street, New York, NY 10022
  1980, $2.75 (18 minute, 16mm color film)

  This film argues for new attitudes toward the handicapped. It focuses on contact problems of the blind and deaf, sexual techniques and aides for persons confined to wheelchairs, and the importance of positive attitudes and support.

- SEX EDUCATION FOR THE DEVELOPMENTALLY DISABLED: A GUIDE FOR PARENTS, TEACHERS AND PROFESSIONALS
  By H.L. Fischer, M.J. Krajicek, and W.A. Borthick

  University Park Press
  Baltimore, MD
  1973

- SEX EDUCATION FOR DISABLED PERSONS: PUBLIC AFFAIRS PAMPHLET #531

  Public Affairs Pamphlet
  381 Park Avenue, S., New York, NY 10016
  1978, 28 pp., $.56 (or contact your local Planned Parenthood office)

  This pamphlet contains information in a simple and concise format to educate parents and others who work with the handicapped. It discusses sex education as a normal and necessary aspect of dealing with the special needs of the disabled or MR person.

- SEX EDUCATION FOR THE PHYSICALLY AND MENTALLY HANDICAPPED

  AASECT
  5010 Wisconsin Avenue, N.W., Washington, DC 20016
  $10.00 (Two 60-minute cassettes)

- SEX EDUCATION: A SELECTIVE BIBLIOGRAPHY

  Council for Exceptional Children
  1920 Assocation Drive, Reston, VA 22070

- SEXUALITY AND THE MENTALLY HANDICAPPED

  Stanfield House
  900 Euclid Avenue, P.O. Box 3208, Santa Monica, CA 90403
  $40.00/unit, $280 for complete set (35mm slide production)

  This slide presentation includes anatomy, male and female puberty, social behavior, reproduction, birth control, marriage and parenting.

- TO BE A MOTHER - TO BE A FATHER: PLANNED PARENTHOOD

  Planned Parenthood Federation of America, Inc.
  810 Seventh Avenue, New York, NY 10019
  (or contact your local Planned Parenthood office)

  This booklet simply and briefly describes, in words and sketches, a man's and woman's reproductive organs and current accepted methods of birth control.

## INTRODUCTION TO ACCESS GUIDE

This Access Guide is designed to provide Allied Health professionals, social workers, professionals in other ancillary areas, parents and individuals the skills necessary to obtain services.

Accessing services for oneself, one's child, or a client is not always as easy as simply picking up the phone. When required services are available but not readily obtainable - one becomes an ADVOCATE.

ADVOCACY is not viewed in this context as 'militant,' but rather as a set of procedures and skills necessary to obtain services. These skills include interviewing, research and negotiation. This Guide offers a starting place and perhaps will change the reader's view of ADVOCACY.

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## I. ADVOCACY DEFINITION

What is advocacy? The term 'advocacy' has many different definitions and applications. In this manual, advocacy will be defined as the art and science of obtaining that to which an individual - or persons represented by another - are entitled by law or by right. The idea of being an advocate for oneself or others may be intimidating; but people are all advocates in one way or another, at some time in their lives.

Advocacy skills begin the moment one is born. A child learns that crying will get his parents' attention so they can attend to his needs. As he grows up, the child learns more sophisticated advocacy skills, such as negotiating, to get what is needed from parents or others. By the time a person reaches adulthood, he is using advocacy skills in his daily life. When returning a product to a store or promoting an idea to his boss, he is being an advocate for himself. When, as a parent, he speaks up for his children at school parent-teacher conferences, he has come full circle, in a sense, and is advocating for his children.

As advocates in daily life, people rarely stop and consider systematically the best tactics to achieve their goals. This Access Guide - a kind of advocacy 'how-to' manual - will help the reader develop the skills necessary to become a more effective and successful advocate.

## II. WHY ADVOCATE?

People advocate to obtain rights and entitlements. Some of these are:

- ACCESS TO COMMUNITY RESOURCES

All citizens have a basic right to share in the resources of the community of which they are a part. For some citizens, it is very difficult to obtain a share of community resources. Advocacy activities may be used to obtain those resources on behalf of groups of people who would otherwise not share in the resources. These resources may include recreational and educational facilities, health care, housing, and a full range of human services.

- EXERCISE OF RIGHTS AND PRIVILEGES

The United States Constitution, and laws made by Congress and the States, provide for certain rights and privileges for the citizenry as a whole, as well as for individuals and groups of citizens. Having the right does not always mean having the ability to exercise it. Advocates seek to ensure that individuals are able to exercise these rights and privileges.

These rights include the right to legal representation regardless of income, the right to vote in all elections even if special voting arrangements are required, the right to personal property, the right to fair business dealings, the right to education, the right of access to public buildings, and the right to privacy, peace and dignity.

- EXPANDED PROGRAMS AND RESOURCES

Disabled children and adults have unique needs and problems. Attempts to solve these problems are often inadequate. Consequently, there is a continuing need to advocate for increased benefits and improved services to disabled citizens.

## III. TYPES OF ADVOCACY

There are several types of advocacy. One is case advocacy, that is, advocacy that is undertaken by or on behalf of one individual, one particular family or case.

Another is group advocacy. This requires community organization skills. It involves bringing people together who have a common interest to identify and work toward a common goal. That goal will involve some kind of community change. Lobbying, as we traditionally think of it in terms of legislative change, is a kind of group advocacy.

Yet another type of advocacy is litigation or judicial advocacy. This advocacy occurs in the court system and often results in systemic change.

It is important to remember that the various types of advocacy do not usually occur as isolated situations. One-to-one case advocacy frequently progresses from an administrative level to a judicial level. Similarly, the goals of a group of people can frequently be advanced through litigation.

Since the basic skills and techniques required for the simplest advocacy effort are also important in the more complex types of advocacy, this Access Guide will deal primarily with case advocacy.

## IV. THE ADVOCACY PROCESS: A KEY TO THE ACCESS GUIDE

This Guide presents advocacy as a process with three basic steps:

- Discover and define the problem (i.e., lack of services).

- Develop and negotiate a solution.

- Monitor and evaluate the results to ensure that the solution is being carried out and that it is a working solution.

A chapter is devoted to each step in the advocacy process. Sections within these chapters detail skills and techniques which the advocate would find most useful at that particular stage.

To communicate skills and techniques, the authors have had to 'freeze' them, so to speak, within one area. In real life, of course, things are not so clear-cut. Events refuse to parallel 'how-to guides' and rarely are parcelled out in easily-managed bundles. The advocate will find that situations can be highly complex and stages will overlap. Most of the skills and techniques presented are basic, but any approach can become inappropriate as conditions change. An advocate must be ready to adapt.

The reader should keep in mind that he will not - indeed, cannot - learn everything he needs to know about advocacy from this Guide. It is a beginning, a starting place. Each person will develop individual methods and style. To develop good advocacy skills, there is no substitute for experience!

## V. ADVOCACY - THE INITIAL STEP: DISCOVER AND DEFINE THE PROBLEM

The first task of the advocate is to DISCOVER AND DEFINE THE PROBLEM(S) facing the disabled person. In what way - and why - is this person being deprived of a right or entitlement? Discovery is the first awareness that a problem exists; definition involves understanding the causes and complexities of a problem. They are the two stages of the initial information-gathering process.

A problem may be simple to discover but complicated to define. For example: a parent approaches a professional saying that his or her developmentally disabled child cannot get into special classes. The problem seems obvious. Its cause, however, can be anything from a lack of transportation to inadequate diagnosis and testing.

Both parents and professionals can save a lot of time and unnecessary anguish if they have developed good techniques for obtaining appropriate and complete information required to DISCOVER AND DEFINE THE PROBLEM. Some basic skills and techniques are outlined in this chapter.

### A. DEVELOP BASIC INTERVIEWING SKILLS

Knowing how to conduct a good interview is the first information-gathering skill an advocate must develop. A good interview, like a

good letter, consists of (1) an opening, (2) a body, and (3) a closure.

1. The Opening

In the beginning of the interview, the advocate should:

a) Introduce himself by name, title (if any) and purpose.

Examples:

- "Hi! I'm Ms. Brown, physical therapist with The Nisonger Center. I'm working with Johnny's teacher to evaluate what kinds of activities are beneficial for Johnny."

- "Hello! I'm Mrs. Johnson, Johnny's mother, and I am here to find out what kind of problems Johnny is having in school."

b) Make the other person comfortable. This can be accomplished through a pleasant greeting, a complete introduction, an offering of coffee, or a similar gesture. The interviewer should remove physical obstacles to communication. For example, if he is behind a desk, he should come out from behind it, or put a chair beside the desk.

c) Give the other person complete attention. Phone calls and other interruptions are distracting and impolite. If they cannot be avoided, they should be as brief as possible!

To parents: When interviewing teachers, principals and other professionals, a parent may have to establish himself as an equal in spite of the physical environment. If the chair is movable, it should be moved! Stand over a desk, suggest a meeting over coffee, lunch, etc.

2. Questions - Body of the Interview

During the body of the interview, the advocate should:

a) Begin with the open-ended questions which encourage the interviewee to tell the whole story. This is particularly important when one does not have a clue as to the specific problem or is not acquainted with the person being interviewed.
The advocate should avoid initial questions that can be answered with only a "yes" or a "no."

Examples:

- "What brings you here today?"
- "I understand that you are having difficulty with my son in your classroom. What seems to be the problem?"

b) As much as possible, explain the reasons for the line of questioning. People cooperate better and can be more helpful if they understand and are a part of the discovery process. This technique also helps to overcome any anxiety or sense of inadequacy that the person being interviewed may feel. Involve the interviewee in the solution.

c) Move from the open-ended questions to questions aimed at obtaining specific information necessary to identify the causes of a problem.

Examples:

Teacher: "Your son doesn't seem to pay attention in class. There are a number of possible reasons for this. I need to ask you some very specific questions so we can sort this out together. Has Johnny ever had his eyes tested? If yes, when? By whom? What results?"

or

Parent: "I know Johnny has a short attention span. I've learned ways of helping him concentrate. Where does he sit in the classroom? Is he near a door or window? Does he get more restless as the hours pass?"

In these examples the interviewer is getting some very specific information that will assist him in identifying the problem and possibly correcting it. It is important that questions be asked in a non-threatening way. The person being questioned should not feel that he is being criticized.

3. Closure

At the end of the interview, the advocate should:

a) Bring the interview to a definite closure.

b) Make sure each person understands what the next step is. If possible, specific responsibilities should be assigned to the interviewee. These can be gathering additional information, monitoring the child's behavior for clues, or trying a new technique or approach with the child.

c) Set a time for the next meeting.

B. APPROACH THE PROGRAM ADMINISTRATORS

In the course of discovering a problem and/or defining the causes of a problem, the advocate will probably have some contact with program

administrators or representatives of a care-provision agency. Many times, problems can be avoided if the skills and techniques listed below are employed properly when that important first impression is made. If a problem does develop, these same skills and techniques can help make resolution of the problem easier.

In a sense, this section is a refinement of the previous section on basic interviewing techniques. Good, solid interviewing skills will be very useful as the advocate begins to work in the specialized area of communicating with program administrators. The advocate should:

1. Do His 'Homework'

   a) Know the program requirements. This information can come from phone calls, agency publications, reading the law and rules.

   b) Take along appropriate documentation. Most programs for disabled persons will require -

      1) documentation of the disability
      2) test scores, if available
      3) reports from referring physician, agency or school.

   If the program is an income support program or has financial eligibility requirements, the applicant may be required to provide -

      4) birth certificate
      5) pay stubs or other verification of family income
      6) verification of financial resources such as bank accounts, stocks, bonds, real property, insurance policies, etc.

2. Present the Request or Case

   a) Describe the problem and the needs of the person. Explain why the person for whom one is advocating needs assistance and how the situation fits the requirements of the program.

   b) Organize the presentation. The advocate should:

      1) Write out a list beforehand of all the points to be covered.
      2) Prepare a list of questions he wants answered.
      3) Take notes during the interview.
      4) Ask for copies of applications and other documents that he completes, or make them himself.
      5) Get commitments of the length of time the decision process will take.
      6) Set a date for the next contact.
      7) Make certain all parties are clear on what is expected from the next contact.

3. Deal with the Response

The response from the administrator will fall into one of four categories: "yes," "no," "maybe," or no response at all. When dealing with the response, the advocate should:

a) Know the person's rights under the law and the regulations. This is the most important prerequisite for dealing with the response. As discussed in the due process section, p. 160, most publicly sponsored programs have grievance or appeals mechanisms. It is important to know what the specific procedure is for the particular program in question and the time limits for appealing.

b) Ask for an appeal. A good rule of thumb is to ask for an appeal as soon as an unfavorable decision is rendered. The appeal can always be withdrawn later if conditions change. Once the time expires to appeal, the agency rarely makes an exception.

c) Find out specifically why the request or application was denied. "You are not eligible" is not a good enough answer! There has to be a specific reason and the administration should explain it. The advocate should insist upon a written explanation.

d) Get a firm answer. If the answer is "maybe" or there has been no response at all after a reasonable length of time, the advocate should insist on a firm answer. He should request an explanation of difficulties that are slowing down the decision-making process. The advocate should remember that there are many times when "no" is better than no decision at all! Many public agencies are required to make prompt written decisions. Some programs provide for appeals when timely decisions are not made.

e) Last but not least, remember that the agency is not the enemy! It is set up to provide services and its personnel will usually make some effort to be of assistance. Larger agencies often have an ombudsperson who can give out information on a claim or request. The appropriate agency personnel should be called, and the advocate should not be afraid to ask questions. If information is still not forthcoming, an elected official or labor union office can be contacted. They very often can intervene.

4. Special Problem: Handicap vs. Disability, and Proving the Latter

Many people make the common mistake of using the terms 'handicap' and 'disability' interchangeably. The advocate should be aware that these words are not synonymous.

'Handicap' is defined in Webster's New World Dictionary as a difficulty, disadvantage or hindrance. 'To disable' means to make unable or unfit, cripple, incapacitate. Thus, by definition, a handicap is not necessarily disabling.

Programs that provide special services or income support for either handicapped or disabled individuals do not use one universal criteria for determining entitlement to benefits. Each program has its own specific criteria for determining if a person meets the physical/mental qualifications for services or benefits.

An advocate may be called upon to assist in proving that a person meets the physical or mental criteria for a particular program. Frequently, this takes the form of proving a disability or handicap. In going through this process, the advocate should:

a) Understand the definition. The advocate must have a thorough understanding of the definition used by the program. Disability or handicap is a 'grey' area. Factors such as age, education, functional IQ, work experience and duration of the impairment are taken into consideration when the extent of a disability is being determined. Each program will have different emphasis depending on the program purpose.

   Income support programs such as Social Security Disability Benefits emphasize the ability or inability of the applicant to work and earn a living. Vocational training, education, work experience and age are as important as the medical diagnosis.

   Education for handicapped children is offered under a law, PL94-142, that recognizes a broad range of impairments. Local officials, program administrators, school boards and funding agencies sometimes take too restrictive a view, thereby limiting access to the program. The purpose of the program is supposed to be to provide educational services to overcome dependency to the greatest extent possible. Thus, a broader approach to defining handicaps is more consistent with the law.

b) Gather and submit evidence. Once the advocate understands the criteria the individual must meet, he is faced with the problem of gathering documentary evidence of disability. The advocate should:

   1) Start with the obvious: family physician, school nurse or counselor, aptitude and psychological test results, etc. The rule here is that one should gather every possible statement or report on the individual's medical condition. Medications the person takes should be inventoried.

2) Get a good medical history. Marginal disabilities are frequently substantiated by accidents or illnesses that occured years before. Do not count on the diagnosing physician to supply complete medical history. The physician may be a specialist who is concerned only with the current problem. Doctors for income support or disability benefit programs frequently are rushed. Clients may be too intimidated to talk.

The advocate should prepare written questions and send them to doctors, hospitals, and other practitioners to get information regarding the person's medical history. A useful technique is to prepare a letter with the questions, leaving space under each questions for an answer. A signature line should be put on the bottom for the practitioner to sign the document and return in a stamped, addressed envelope included with the letter.

c) Prepare arguments. The advocate should prepare a written summary of his evidence and arguments and submit this to the appropriate authority. This person may be the initial decision maker or it may be the hearing officer at a formal appeal, depending on the stage of the inquiry.

In the event of a formal appeal hearing, the advocate will have an opportunity to give oral arguments prior to submitting a written statement. He should use the case analysis techniques that are described on page 164.

## VI. ADVOCACY - THE NEXT STEP: DEVELOP AND NEGOTIATE A SOLUTION

As noted in the beginning of the previous chapter, if the advocate approaches care-providers in a correct way, problems can often be avoided. Sometimes, however, problems arise in spite of one's best intentions.

In the first step, DISCOVER AND DEFINE THE PROBLEM, the advocate has determined that there is a problem; he has done some initial interviewing and has come to understand something about the causes and ramifications of the problem. Now the real work begins. The advocate must DEVELOP AND NEGOTIATE A SOLUTION to the problem.

### Part 1: DEVELOP A SOLUTION

This is the homework, the research phase. Before one can continue with an advocacy effort, he must develop a reasonable idea of what he wants for himself or his child or client. The advocate must become aware of what

options are open for him, and who can best provide those services. (Then he will have to 'sell' himself and his ideas to those people - that is NEGOTIATING A SOLUTION; it is covered in Part 2 of this chapter.)

## A. IDENTIFY THE BARRIERS AND DETERMINE THE OPTIONS

The process of identifying barriers and determining options is the first stage of developing a solution. At this point the advocate starts sifting through what he has learned during the DISCOVERY AND DEFINITION PROCESS. The advocate should:

### 1. Identify the Barriers

There can be many reasons why an individual is not able to obtain services. These range from the service not being available in the community to inadequate diagnosis of the person's condition. Barriers may be logistical, such as lack of transportation or accessibility, or they may be systemic barriers caused by short-sighted policy makers. In any case, an advocate must identify the specific barrier in order to remove or overcome it.

### 2. Understand the Barriers

The next step after barrier identification is to determine the cause or reason for the barrier.

- Example 1: A reluctant administrator refuses to mainstream a handicapped child. The refusal to mainstream may be a result of the administrator's prejudices. However, it may also be that the class is already full and the administrator believes the child would be harmed rather than helped by enrollment in that particular program.

- Example 2: A Medicaid application is denied due to excess financial resources - specifically a car worth more than the rules permit. Additional probing might uncover the fact that the car is used to go back and forth to work. In this situation a different rule applies and the car is not considered an excess resource.

### 3. Determine Options

Options are possible solutions - actions which can be taken to solve a problem or overcome a barrier. To determine options, the advocate should first decide if the barrier is logistical or systemic in nature.

a) If the barrier is logistical, advocates may have several choices or options for solving the problem. Transportation, for example, may be available from several public or private sources. Applications can be made for financial assistance or transportation subsidy. Schedules can be adjusted, etc.

b) Systemic barriers may be more difficult to overcome. If someone is denied a service or benefit because an administrator has determined that the person does not meet the criteria, the advocate must argue convincingly that the person does meet the criteria. As mentioned before, most public programs and some private ones have procedures for challenging these decisions.

A person may be excluded from a service because the 'system' does not provide for anyone with that particular problem. Rules have been purposely written to exclude entire classes or groups of people. If this is the case, the advocate should make every effort to find out why the exclusion was made. Three major reasons are: (1) limited funds, which force the service providers to restrict the number and type of people they serve; (2) the service is provided elsewhere (if this is the reason, get as much information as possible about the agency that does provide the service); (3) local, state or federal governments may not have legislated monies provided for services for that group within their definitions, or simply have not yet made provisions for services to be rendered. At this point, it would be wise to find out how current legislation reads. Perhaps the exclusion has been made by state or local policymakers based on their interpretations of a legislated definition. (See p. 158 and also the Legislative Summary Section.)

The types of options which arise will be determined in large part by the type of barrier which is causing the problem. Options can then be rank-ordered as to the most desirable.

## B. FIND PROGRAMS AND RESOURCES

This and the following section, LEARN RIGHTS AND ENTITLEMENTS, are closely related. To continue developing a solution to an advocacy problem, programs and resources which can provide the service one feels is required should be identified. To do this effectively, the advocate must understand the concept of DUE PROCESS, and what his or his client's rights and entitlements are under the law.

### 1. Schools

If the person about which the advocate is concerned is a school-aged child, school personnel may be the best resource in terms of learning what programs are available to help the child. A good start might be talking with the child's teacher or the school guidance counselor or the school psychologist to obtain information. School personnel are required to provide explanations of programs that are available in the school system for children with special needs. Optimally, they could also provide information about community-based programs outside of the school system.

2. Private Agencies

a) Contacting the local United Way organization is often the simplest way to learn what services are available in a community. One can ask for a directory of local agencies that are affiliated with United Way. Most of the private non-profit organizations that serve the special needs of handicapped children are likely to have some United Way affiliation.

b) The second way to learn about both public and private organizations is to contact the community information and referral service that may be available in the community. In a rural area, the service would be listed in the telephone directory of the county seat or nearest city, perhaps at the front with general information numbers, or the number could be obtained by contacting the operator.

c) The telephone directory itself can be helpful in identifying organizations that serve people with special needs. The yellow pages will list such groups under organizations, associations, social services or similar headings.

d) The city's Chamber of Commerce or City Hall, particularly City Council members who are usually very active in the community, can often be a good resource. Again, if the desired information cannot be obtained, the advocate should call his State Senator or Congressional representative.

3. National Organizations

The Directory section of this manual contains lists of national organizations which provide services to or information for children, families and others with special needs. It also contains a list of guides and directories and selected publications that will be helpful both to parents and professionals in finding resources for children with special needs.

4. Public Agencies

a) Both the state and local departments that administer public assistance programs in an area can be helpful sources of information about income supplement programs, as well as local social service programs. Most local public welfare agencies are now providing social services for low income families and children in need of protective services.

b) The Social Security Administration office in a locality may also be a source of information about community agencies. There will be an individual assigned to public relations and community liaison in that office who may be able to direct the advocate to local resources.

## C. LEARN RIGHTS AND ENTITLEMENTS*

People understand that normal, healthy, functioning adults are guaranteed certain rights under the Constitution and are granted certain privileges. They take for granted the freedoms that are guaranteed in the Preamble to the Constitution and the Bill of Rights; the right to life, liberty, the pursuit of happiness, freedom of assembly, the right of privacy, the right to equal treatment by the government. If they are parents, they also have the right and the authority to make the determinations as to appropriate education, recreation and health care for their children. In every state in this country, children are guaranteed the right to free public education.

Those rights and privileges which seem obvious and ordinary to most people may not be as obvious and ordinary when one is dealing with a developmentally disabled or physically handicapped child. Administrative, legislative and judicial systems all too often mirror the misconceptions that are still common in this society about people, children and adults who are somehow "different." These fears and misconceptions remain evident in the inappropriate and insensitive decisions that are sometimes made and become part of public policy.

Two questions arise - how does an advocate find out the rights and privileges of a person with special needs? and, more importantly, how does an advocate make sure those rights and privileges are exercised? There is no easy answer to either question. However, there are some starting places.

### 1. Public Programs

Programs or agencies which use public tax dollars to provide services and resources to specific groups of people, such as handicapped children, must have some basis in law for the decisions that they make. Figure 1, p.161, outlines the statutory and regulatory scheme to which all federally sponsored programs must subscribe.

a) Federal laws. As illustrated by the diagram in Figure 1, a federal program begins with a statutory authorization passed by Congress which becomes part of the United States Code. Everything that is done under the program authorized by this law must fall within the parameters established by the law.

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*NOTE: This section may be reviewed in conjunction with the SUMMARY OF LEGISLATION section.

To obtain copies of federal legislation, the best resource is the office of the U.S. Congressional representative in whose district the agency or individual requesting the law resides. Requests for legislation are generally answered promptly.

Federal legislation appears in several locations in a law library or documents library: (1) Current laws (within 2 or 3 years) may be loosebound together as they are received. (2) Acts of Congress of a general and/or permanent nature are incorporated into the United States Code (U.S.C.). This Code is available in several published versions with indexes by subject and by Public Law number for locating applicable statutes. The Code is divided into Titles according to the subject matter (domain) addressed by the legislative provisions. United States Code citations are identified by the title (42 U.S.C.) and section (§6001) as in 42 U.S.C.§ 6001. (3) Public Laws of past Congresses are published in the U.S. Code Congressional and Administrative News, which is comprised of a number of hefty volumes. The spine of each volume is marked with the number of the applicable Congress. Laws from each congressional session are contained in numerical order in the "Laws" volume of the applicable year. The librarian can guide researchers to the locations of these volumes in the library.

b) Federal Regulations. When Congress passes a law to establish a human services program, as part of that law Congress assigns the responsibility for administering the program to a federal agency. The agency may be the Department of Health and Human Services, the Department of Education, the Department of Labor, or any other appropriate federal agency as determined by Congress. That agency is charged with writing the rules under which this program will be administered.

Rules and regulations written and issued under federal legislation are first published in the Federal Register under the name of the program they are designed to implement (for example, "Developmental Disabilities Program"). When adopted, they become part of the Code of Federal Regulations which is published by the Office of the Federal Register. The Code is divided into titles with corresponding volumes. Most regulations pertaining to the developmentally disabled appear in Title 42, Public Health, or Title 45, Public Welfare. Sections of the Code are cited by title part and section; for example, 45 C.F.R.§ 1385 pertains to Developmental Disabilities Assistance. The Code must be used together with the Federal Register in order to keep abreast of changes in the regulations.

Agencies put proposed regulations in writing and provide for a period of public comment before they make the regulations final. Final regulations become a part of the

Code of Federal Regulations, which can be found in most public libraries. The regulations generally provide the framework for state and/or local agencies to administer the program on a local level.

c) State and Local Rules and Laws. For some programs there is an additional level of rule-making and policy-setting. In the area of public welfare, for example, the state agency for welfare programs is given the responsibility for determining what the rules are for eligibility for public assistance programs in its state. State agencies must stay within the federal laws and regulations when administering the federal and state program. Federal programs usually require that the states make their own state rules available for public comment.

A local agency may be a public agency (such as a welfare department or a school district), or it may be a private agency operating under a grant (government or private). Local agencies have procedures which they use in administering the particular program. Frequently these administrative policies and procedures are not made available to the general public. However, when public funds are involved, anyone has a right to ask for and see copies of administrative policies which impact on the administration of the program.

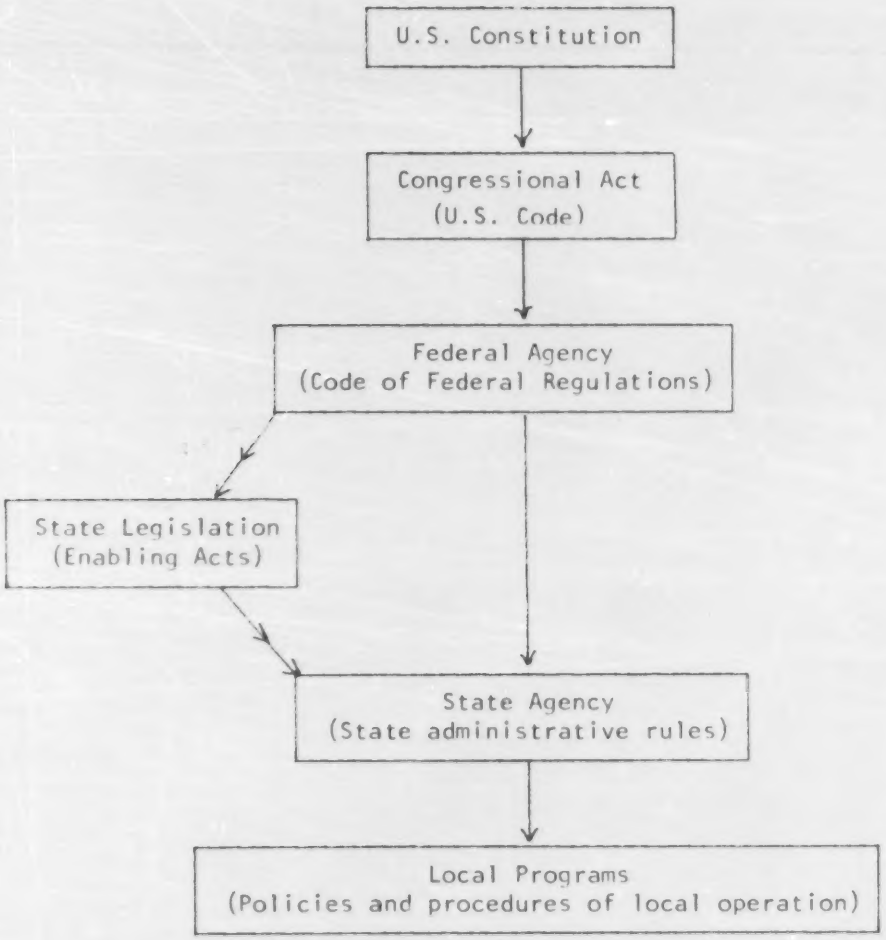
2. Due Process

The Fourteenth Amendment to the United States Constitution guarantees every citizen the right to due process of law. Due process procedures must be followed before the government can deprive any individual of rights and/or privileges granted by law. The courts have applied the right to due process to include programs and benefits created by statute. Social Security, Public Assistance programs, and education benefits are examples of programs and benefits in which all citizens are guaranteed the right to due process.

Virtually every publicly administered program provides for due process through grievance or appeals procedures. These procedures can be followed by applicants (or their advocates) who have been denied the services or privileges of the program. The right to appeal is usually guaranteed in the authorizing statute and the process is explained in the regulations. The agency responsible for the program should provide applicants with the information necessary to begin appealing a decision. There are time limits during which an appeal can be filed, usually 30 to 60 days from the date of the agency decision.

This appeal process is called an 'Administrative Appeal.' Most public programs provide for several levels of administrative review starting with a case review and ending with a formal 'Administrative Hearing.' Applicants generally have the right to be represented by an advocate (not necessarily a lawyer) throughout the administrative appeal.

FIGURE 1. THE U.S. LEGAL/REGULATORY STRUCTURE




(Subject to judicial review at all steps.)

Before a complaint can be taken to court, the complainant must usually exhaust the administrative remedies, that is, go through all of the levels of administrative review. Court action requires legal representation by an attorney. The right to a court review is not automatic. Some programs have limitations on what kinds of issues can be appealed to Federal Court. Others specifically limit the authority of the court and still others provide no access to Federal Court.

Keep in mind that the court always has jurisdiction to determine if laws or rules conflict with the Constitution or with each other. Judicial review of the validity of a rule or statute can occur at any level of the statutory-regulatory scheme. (Refer to Figure 1, p.161, for a flow chart of the U.S. legal/regulatory structure.)

## Part 2. NEGOTIATE THE SOLUTION

### A. APPROACH THE RIGHT PEOPLE

After the barriers are identified, laws and regulations researched, and alternative solutions analyzed, the advocate must identify the specific individual(s) who can implement the solution. This may be one person, such as a school principal or program administrator, or it may be a group of people such as the school board or an agency board of trustees.

It is important to understand the scope of authority and the regulatory scheme of a program in order to identify the specific individual or group with the power to solve a problem. Line workers can only apply the rules; agency administrators establish procedures but may not have any authority to change policies or rules. Regulations in public programs have the effect of law and are subject to a formal process as discussed in Part 1, Section C. An advocate can waste a lot of time and unnecessarily alienate a lot of people by not taking the time to understand how the program functions.

### B. PREPARE TO NEGOTIATE

Once the personnel who can implement the solution are identified, the advocate begins to negotiate. Negotiation is a skill that can be learned and should be practiced.

Negotiation occurs when two groups with conflicting interests meet to discuss the issues between them. Sometimes negotiations are concisely carried out, as in labor union wage negotiations or out-of-court settlements of law suits. Usually those who are not experienced advocates enter into negotiations without preparation or clearly established goals.

To prepare for negotiation, the advocate should:

1) Set goals. Know exactly what is wanted and what it will take to get it.

2) Know when to negotiate. Negotiation is normally a low key approach to problem solving. It usually occurs prior to more dramatic public actions. However, advocates sometimes have to use more dramatic strategies just to get the other side to agree to negotiate!

3) Target. Negotiate only with persons who have the authority to make the appropriate decisions.

4) Set the agenda. The advocate should take control of the negotiating process by listing the issues in the order he wants them discussed. Issues which can be won should be listed first.

5) Determine compromise points. The advocate should decide exactly how much he can or will compromise before going into the negotiation. He should decide beforehand what he must get in order to give up something else. The other side should never be told what those compromise points are. Strong points are never compromised, only weak ones, and those only if necessary. Nothing should be given away without something being received in return.

6) Know the rules (or law). The advocate must understand his client's (or his own) rights and entitlements under the law. He should be prepared to discuss differing interpretations of the requirements. Any documents or other evidence that will strengthen the arguments should be assembled beforehand.

7) Perform a 'case analysis.' In order to represent himself, an individual, or a group having been denied rights or privileges, the advocate should do a thorough analysis of the case facts and laws. Lawyers call this process fact-law analysis, a fancy name for applying the rules to a particular situation. The authors will call it Case Analysis.

Case analysis is simply a method for analyzing the situation and organizing arguments. For each problem, a list of facts should be established that are relevant to the problem. Next, the laws and rules that apply to the problem and the facts are listed. Finally, based on this analysis, favorable arguments can be formulated and counter arguments anticipated.

The advocate should complete this process for every issue or problem that he is trying to solve. This exercise will prepare him for negotiating with program administrators and for representing a client at an administrative hearing or grievance meeting.

Figure 2 on page 165 illustrates a simple method of preparing a case for negotiation, using the problem below as an example.

Problem: The school is refusing to put a 9-year-old physically handicapped child in a regular 4th grade classroom. The child is in a wheelchair, is socially mature, has tested at or above grade level for aptitude and achievement in math and verbal skills. Reading skills are 2nd grade level. The child has a slight speech impediment and needs speech therapy.

There is one 4th grade class with 25 pupils. The principal does not want to enroll the child in that class. The advocate suspects that this is because the teacher is refusing to accept another child. In addition, the school would have to schedule more time for the district speech therapist to be at the school. (Refer to Figure 2, p. 165.)

C. NEGOTIATE!

In order to negotiate effectively, the advocate should:

1. Make sure before negotiating that the people with whom he is negotiating have the power to make the changes being sought.

2. Control the negotiating sessions. A variety of techniques are useful to accomplish this. The advocate should:

   a) Set the scene - Choose the location. The physical setting can have an impact on the ability to control the meeting. Try to have the meeting occur somewhere other than the administrator's office. A conference room with a table is preferable. If there are several people coming with the advocate, he can stress the convenience of having a table, etc. In any case, the official should not be allowed to hide behind a desk or sit at the head of the table.

   b) Prepare a specific agenda and stick to it. The advocate should not be distracted from his agenda.

   c) Use an opening approach that is polite and empathetic. The advocate should let the other party know he understands their constraints as well as areas of discretion.

   d) Review the circumstances which led to the meeting. Any documents or other evidence which substantiates the claim should be presented. A common sense approach to the problem is usually best.

| ISSUE | RELEVANT FACTS | APPLICABLE LAW AND RULES | ARGUMENTS | |
|---|---|---|---|---|
| | | | PRO | CON |
| Mainstreaming a specific child | 1. Child is physically handicapped:<br>a) wheelchair<br>b) speech impediment | PL 94-142 (Education for all handicapped children)<br><br>45 C.F.R. § 121a, 5 (a) & (b) (definitions) | 1. Child can handle regular curriculum; will benefit from contact with non-handicapped students | 1. Child needs special instruction |
| | 2. Child has learning deficiency in reading | 45 C.F.R. § 121a, 130 (IEP required) | 2. Speech therapy is available | 2. Speech therapist not easily available |
| | 3. Verbal and math skills normal to good | 45 C.F.R. § 121a, 121 (least restrictive environment) | 3. Law requires free appropriate education -- least restrictive environment | 3. Classroom crowded; not time for special attention |
| | 4. School district has speech therapist | 45 C.F.R. § 121 (a) 12, 13 (b) (speech pathology) | 4. Special services such as remedial reading and speech therapy must be provided | 4. Special instruction costs money |
| | 5. One 4th grade class with 25 pupils | 45 C.F.R. § 121a, 14 (special education) | | 5. Extra time with one child will deprive other children |

FIGURE 2. CASE/LAW ANALYSIS

e) Cite the specific sections of law or regulations that apply in the present situation. The advocate needs to demonstrate how the case circumstances fit these rules, or how the case is unique and therefore is an exception to the general rule.

f) Present demands clearly. No room for doubt should be left as to what the advocate wants. Obtain firm commitments of what the other side will do and when.

g) Seek the support of third parties. Never negotiate when outnumbered. This is particularly crucial when negotiating alone. If the advocate suspects that the official will bring in several other officials unannounced, he should bring his own group, another parent or colleague. If a group is negotiating, the members of the group should select a spokesperson. That person should be the only one empowered to make compromises. Divisiveness should never be demonstrated within the group at a negotiating session. This will only weaken the group's stance. Make certain all members of the group have a clear understanding of the goals before entering the session.

h) Be assertive. Do not hesitate to question. Avoid being put on the defensive. Refuse to discuss irrelevant issues or past actions. Deal only with the facts now relevant to the case at hand!

i) Create a record. This can be written or tape recorded. A tape recorder may be intimidating to the other side and therefore not desirable. The advocate may decide to record specifically because of this effect. In any case, be aware of this effect.

j) Climb the chain of command. Everyone has a boss who can overrule decisions by employees. If the advocate is dissatisfied with a decision or action of an employee, he should appeal or complain to the next level of authority, making it clear that he is willing to fight the issue all the way up. This may include litigation.

There are some additional techniques that an advocate may employ that must be used carefully or they will cause more harm than good. These include the following:

k) Put all the cards on the table. The advocate should be direct and completely aboveboard in telling the agency official what his position is and what he wants. This technique is useful when the official is simply insecure or unsure of what the advocate is seeking. The official will probably respond the same way.

l) Make demands. This can be very effective if used properly. The demands should be reasonable and attainable. If they are not, it may give the impression that compromise is impossible and unacceptable.

m) Threaten. Threats are not physical. They include the advocate's letting the official know he will "climb the chain of command," or embarrass the official, suggesting that the advocate or his group will "go public." The advocate might indicate that he will be uncooperative on some project that the official favors.

n) Express anger and hostility. This tactic generally does more harm than good. However, some people only respond to anger and in some situations anger is the appropriate response. Anger can be a sign that the advocate is serious and intends to pursue the issue. He should be careful not to lose control, or to make angry threats that cannot be carried out.

The last two techniques are generally to be avoided!

o) Preach. This technique is seldom effective in one-to-one negotiations. It is used frequently to exhort a crowd. Preaching provides good media material but little substantive improvement.

p) Embarrass. The advocate can show the agency official that he does not respect him, in a way that makes the official look silly, but the advocate should be aware that if this technique is used, he probably will not be able to work with this individual ever again!

3. Be prepared to redefine the problem. If a problem cannot be solved, it may have to be redefined. Redefining the problem is part of the continuing advocacy process. Goals change, circumstances change, and problems change. Remember - the advocate must make sure he is talking to the right person; he should choose his technique deliberately, and he should not be distracted from his agenda and his tactics.

## VII. ADVOCACY - THE LAST (AND POSSIBLY THE FIRST!) STEP: MONITOR AND EVALUATE THE RESULTS

The good news is that at this point the advocate has come to the end of the advocacy process. He discovered a problem and defined it in all its ramifications. He did his homework, developed a solution and 'sold'

it to the right people. In some form, the solution he proposed has been adopted. The advocate, his child, or his client has achieved a 'victory.' He has obtained a program or service. Perhaps others will benefit from these efforts as well.

The 'bad' news is that the advocacy process is not always linear. Often, it is cyclic. There is not always a beginning, a middle and an end. Sometimes there is a beginning, a middle and a beginning! Advocacy requires a long-term commitment, and nowhwere is this more evident than at the 'final' stage, when the advocate must MONITOR AND EVALUATE the results of his work.

Many variables come into play at this point. The solution decided upon may have been eminently satisfactory to all concerned - and it may have engendered a host of other problems undreamed of by anyone. The solution may be poorly communicated to the low levels of the care-provision system, again resulting in more problems. Or the solution may be well-received, well executed, and still turn out to be the wrong answer for the individual it was designed to help. The possibilities are virtually endless.

Before moving on to other concerns, the advocate should make some provision to follow-up on the results of the negotiated solution. This does not mean setting up a 'vigilante' committee or otherwise being a nuisance. But before the solution is even put into effect, the advocate should have an understanding with the people who will carry out the solution that his interest will not end with the final negotiating session. Some reasonable, mutually-acceptable mechanism for monitoring and evaluating the results of everyone's efforts should be part of the final package.

The key to success in advocacy is perseverance. In defeat, this can translate into a realistic kind of determination. In victory, it means taking a continuing interest in how things are going.

## VII. ADVOCACY - THE RISKS AND RESPONSIBILITIES

There is more to being a good advocate than simply developing effective skills. Being an advocate for oneself or someone else involves judgment, insight and the recognition of and willingness to accept both the responsibilities and the risks of advocacy.

The advocate cannot avoid responsibility for his decisions. He must determine the best course of action in a given situation - that is, he must make crucial judgments that quite literally will affect the quality of life for himself or his client. As discussed in the previous chapter, he must follow through on those decisions and be constantly aware of the impact of his actions.

An advocate must always keep his client (if competent and of legal age), the client's family, and/or other legal guardian or representative(s), advised of the actions he is taking. The client retains the right to refuse services or assistance. The client may decide the possible outcome is not worth the trouble.

In all cases, the advocate must be careful not to 'oversell' his point of view. It is sometimes very difficult to instill realistic expectations. Some clients will want and expect miracles, or at least instant results.

On the other side of the ledger, clients who are afraid to question - afraid that if they make waves they will lose what little they already have in services or support - will require encouragement.

Risks:

There are certain risks inherent in being an advocate and speaking out. Professionals may be viewed as 'radicals' or 'unprofessional' if they question the decisions of their peers and superiors or challenge the 'system.' Health and social service professionals, however, are more and more accepting the responsibility of challenging the service system, especially the governmental system, when it works against the best interests of the citizens it has been designed to help.

An advocate should be prepared to hear criticism of advocacy activities. However, the confidence and satisfaction gained from having changed something for the better usually more than compensates for the criticism.

There are times, though fortunately they are few, when employers simply will not permit professional staff to engage in certain advocacy activities, such as client representation or community organizing. The advocate must then decide what to do. This Directory provides many resources which can be related to another not in such a position.

No one should give up without first trying to negotiate on his own behalf. Many organizations permit and, in fact, encourage 'low profile' advocacy. The community contacts and knowledge that the advocate develops often boost the reputation of the agency or organization for whom he works. The old adage, "it's not what you know, it's whom," applies throughout the human service system as well as in the halls of government.

Confidentiality and Privilege:

The exchange of information between the advocate and his client should be kept completely confidential. The advocate should have the client's written permission to release any information and must have written permission to obtain information from other sources. Social security and welfare offices, doctors, clinics, hospitals, etc., will require written releases from clients before giving up information. It is a good practice to obtain limited, special purpose releases from the client. These release forms should be separate from those used for social security, welfare and medical providers.

Advocates do not have a blanket privilege for information obtained from clients. The legal confidentiality of information and exchange between the advocate and the client depends on a number of variables.

Certain professionals, such as lawyers, doctors, nurses and clergy, have limited privilege under state laws that permit them to withold information in court and during investigations. The statutes vary from state to state.

Other licensed professions may have statutory protection in a specific state. They certainly have professional codes of ethics that govern confidentiality and disclosure.

Individuals who are paid by federal or state funded social service programs may be subject to specific programmatic regulations in confidentiality. Each program seems to have its own set of rules.

In summary, very few professions have a legally protected right to privileged conversation with clients. Even those who are protected are subject to court interpretation of the statute. An advocate should discover which laws and rules apply in his profession and current job. The courtroom scene of the dedicated professional being compelled to violate a privileged communication or face jail is the stuff of Perry Mason novels. The day-to-day reality is that of the advocate, releases in hand, begging a government agency for information the client clearly wants released!

ACCESS GUIDE, APPENDIX 1:

GLOSSARY OF ACRONYMS

| | |
|---|---|
| AAMD | American Association on Mental Deficiency |
| AAUAP | American Association of University Affiliated Programs |
| ABS | Adaptive Behavior Scale |
| ACFMR | Accreditation Council for Facilities for the Mentally Retarded |
| AC/MRDD | Accreditation Council for Services for Mentally Retarded and other Developmentally Disabled Persons |
| ADC | Aid to Dependent Children - - financial assistance program administered by county welfare departments |
| AJMD | American Journal of Mental Deficiency |
| AMA | American Medical Association |
| APA | American Psychiatric Association<br>American Psychological Association |
| APE | Adapted Physical Education |
| ASHA | American Speech and Hearing Association |
| ATNR | Asymmetric Tonic Neck Reflex |
| BCCS | Bureau of Crippled Children Services (see also CCS) -- one of two major components of the Division of Maternal and Child Health |
| BDD | Bureau of Developmental Disabilities, formerly Developmental Disabilities Office (DDO)<br>Rehabilitation Services Administration, Office of Human Development Services, U.S. Department of Education |
| BEH | See OSE |
| BVR | Bureau of Vocational Rehabilitation |
| C.A. | Chronological Age |
| CABS | Children's Adaptive Behavior Scale |
| CARF | Commission on Accreditation of Rehabilitation Facilities |
| CCS | Crippled Children's Services (see also BCCS) |
| CEC | Council for Exceptional Children (state and national) |

| | |
|---|---|
| CETA | Comprehensive Employment and Training Act, U.S. Department of Labor |
| CFR | Code of Federal Regulations |
| CMHC | Community Mental Health Centers |
| CP | Cerebral Palsy |
| CPR | Cardiopulminary Resuscitation |
| CRC | Council for Retarded Citizens |
| CCUTPUDD | Central Conference of University Training Programs in Developmental Disabilities<br>University Affiliated Cincinnati Center for Developmental Disorders |
| DD | Developmental Disabilities<br>Developmental Disorders<br>Developmentally Delayed |
| DD/TAS | Developmental Disabilities/Technical Assistance System |
| D.O. | Doctor of Osteopathic Medicine |
| DOE | (U.S.) Department of Education |
| DOL | (U.S.) Department of Labor |
| DOT | (U.S.) Department of Transportation |
| DNA | Deoxribonucleic Acid |
| EFA | Epilepsy Foundation of America |
| ELI | Environmental Language Inventory |
| EMR | Educable Mentally Retarded -- classification of level of retardation |
| FCPMR | Franklin County Program for the Mentally Retarded |
| FDA | Food and Drug Administration -- federal agency |
| FY | Fiscal year |
| G.A. | Gestational Age |
| GR | General Relief -- Department of Public Welfare |
| GRA | Graduate Research Associate |

| | |
|---|---|
| H.B. | House Bill |
| H.H.S. | (U.S.) Department of Health and Human Services |
| HSA | Health Systems Agency -- a regional health planning organization which develops long-range plans and annual implementation plans to improve health status of the area citizens; provides technical assistance to health organizations and reviews proposed health projects and facilities. |
| H.R. | Identifying number of a bill which originated in the U.S. House of Representatives |
| HUD | (U.S.) Department of Housing and Urban Development |
| ICF/MR | Intermediate Care Facility for the Mentally Retarded (for more information see Title IXX) |
| IEP | Individualized Education Plan |
| IFP | Individual Faculty Plan |
| IHP | Individualized Habilitation Plan |
| IPP | Individualized Program Plan |
| IQ | Intelligence Quotient |
| ISMRRD | Institute for the Study of Mental Retardation and Related Disabilities, a UAF at the University of Michigan |
| ISP | Individual Student Plan |
| JCAH | Joint Commission on Accreditation of Hospitals -- accrediting body for hospitals and medical services |
| LD | Learning Disability |
| LPN | Licensed Practical Nurse |
| M.A. | Mental Age |
| MBD | Minimal Brain Dysfunction |
| MCHS | Maternal and Child Health Services |
| MR | Mental Retardation |
| MR/DD | Mental Retardation/Developmental Disabilities |
| MSPR/DD | Moderate Severe Profound Retardation/Developmentally Disabled |

| | |
|---|---|
| NARC | National Association for Retarded Citizens |
| NIH | National Institute of Health |
| NIMH | National Institute of Mental Health |
| NSAC | National Society for Autistic Children |
| OSE | Office of Special Education -- (formerly Bureau of Education for the Handicapped, BEH), a bureau with the Office of Education, U.S. Department of Education |
| O.T. | Occupational Therapist |
| P & A | Protection and Advocacy -- an independent agency of the state government which is charged with ensuring the rights of developmentally disabled clients |
| PAR | Professional Association for Retardation |
| PASS | Program Analysis of Service System -- a program evaluation system |
| PKU | Phenylketonuria -- metabolic disorders which can lead to mental retardation if untreated |
| P.L. | Public Law<br>P.L. 94-142 - The Education of All Handicapped Children Act |
| P.T. | Physical Therapist |
| PMRP | Qualified Mental Retardation Professional -- certification standards for professionals |
| RD | Registered Dietitian |
| RDA | Recommended Dietary Allowances |
| RFP | Request for proposal |
| RN | Registered Nurse |
| Region V | Federal region which includes six states: Ohio, Michigan, Indiana, Illinois, Minnesota and Wisconsin |
| RNSA | Ribonucleic Acid |
| RSA | Rehabilitation Services Administration -- federal agency within the Office of Human Development Services, U.S. Department of Education |
| RSC | Rehabilitation Services Commission |

| | |
|---|---|
| S.B. | Senate Bill |
| S.# | Identifying number of a bill which originated in the U.S. Senate |
| SERRC | Special Education Regional Resource Center |
| SHCC | State Health Coordinating Council -- a voluntary group for state health planning |
| SHPDA | State Health Planning and Development Agency -- agency of state government for health planning |
| SI | Sensory Integration |
| SSA | Social Security Administration |
| SSDI | Social Security Disability Income |
| SSI | Supplemental Security Income -- administered through the Social Security Administration |
| STNR | Symmetrical Tonic Neck Reflex |
| TMR | Trainable Mentally Retarded -- classification of level of retardation |
| UACCDD | University Affiliated Cincinnati Center for Developmental Disorders -- a UAF at the University of Cincinnati |
| UAF | University Affiliated Facility |
| (UAP) | University Affiliated Program |
| UCP | United Cerebral Palsy |
| U.S.C. | United States Code |
| USEP | United Services for Effective Parenting -- directory of infant stimulation programs statewide |
| VR | Vocational Rehabilitation (see BVR) |
| WIC | Women, Infants, and Children Food Program -- service which makes available specified nutritious foods to infants, children and pregnant or lactating women who have been determined to be a nutritional risk. Federally funded through the U.S. Department of Agriculture. |

## INTRODUCTION TO LEGISLATIVE SUMMARY SECTION

The Legislative Summary Section provides a quick reference guide to the major federal laws and regulations affecting the MR/DD population.

Citations are referenced by subject (e.g., "Child Abuse," "Education," etc.). The following alphabetical table with page numbers can be used to index the citations:


| Subject | Page |
|---|---|
| Child Abuse | 178 |
| Child Welfare Services | 179 |
| Civil Rights of Handicapped | 180 |
| Education (and pre-school education) | 181 |
| Employment | 183 |
| Housing | 184 |
| Income Support Programs | 185 |
| Medical Care | 186 |
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| Vocational Rehabilitation Services | 193 |


Figure 1 on the following page explains the format of the summary charts.

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
|---|---|---|---|---|
| General subject area for quick reference.<br><br>Sometimes more than one citation will be listed under a category. | TITLE: the title of the law, act, program, etc.<br><br>PURPOSE: what the law, act, etc. is designed to do (such as guarantee rights or provide services).<br><br>HOW: brief description of how the law, act, or program is administered, it's funding source and other pertinent information.<br><br>PRIORITIES: as set forth when the law, etc. was written (or amended). | Official reference numbers for location of the appropriate laws and applicable sections | | Primary information given is the state role in the administration or funding of the program. |

FIGURE 1. KEY TO THE LEGISLATIVE SUMMARY

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
|---|---|---|---|---|
| Child Abuse | TITLE: Child Abuse Prevention and Treatment Act, as amended.<br><br>PURPOSE: To provide financial assistance for a demonstration program for the prevention and treatment of child abuse and neglect and to establish a National Center on Child Abuse and Neglect.<br><br>HOW: Research, information clearinghouse, technical assistance grants to States for prevention and treatment programs. | 42 U.S.C.§ 5101 | 45 C.F.R.§ 1340 | State must have child abuse and neglect law including immunity for persons reporting instances of abuse and neglect.<br><br>State must provide for reporting of abuse and neglect and investigate.<br><br>Maintain State fiscal effort. |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
|---|---|---|---|---|
| Child Welfare Services | TITLE: Child Welfare Services<br><br>PURPOSE: Make child welfare services, especially protective services, available for all children in need of them regardless of economic status or legal residence.<br><br>HOW: Formula grants to States.<br><br>PRIORITIES AND SERVICES:<br><br>Child care, including in-home and out-of-home services, foster care, family planning, protective services, diagnostic evaluation. | 42 U.S.C.§ 620 | 45 C.F.R.§ 220 | State awards money to local Child Welfare Agency. |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
|---|---|---|---|---|
| Civil Rights of Handicapped | TITLE: Rehabilitation Act of 1973 Section 504<br><br>PURPOSE: Protect civil rights of handicapped individuals being served under any H and HS or DOE funded program.<br><br>HOW: Administered by the Office of Civil Rights (OCR). A Technical Assistance Unit assists programs in meeting 504 responsibilities.<br><br>PRIORITIES: Total programmatic and architectural access to services, including special provisions when necessary. (Also see Sections 501-3.) Non-discrimination in hiring handicapped. | 29 U.S.C.§ 701 et seq. | 45 C.F.R.§ 401 et seq. | States receiving federal funds for any program must make programs and facilities available to the handicapped. |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| Education | TITLE: Education for All Handicapped Children Act.<br><br>PURPOSE: Increase access to free and appropriate public education for all children.<br><br>HOW: Federal grants to approved state and local plans.<br><br>PRIORITIES AND SERVICES:<br><br>1. Individual Education Plan (IEP) required; Act sets standards.<br>2. Use of least restrictive environment.<br>3. Due process required including appeal mechanism. | 20 U.S.C.§1401-6, 1411-18 | 45 C.F.R.§ 121 | State and local plans required. |
| Pre-school Education | TITLE: Headstart<br><br>PURPOSE: To provide comprehensive health, educational, nutritional, social and other services primarily to preschool economically disadvantaged children and families.<br><br>HOW: Grants to States. | 42 U.S.C.§ 2921 | 45 C.F.R.§ 1301 | Local government or private non-profit agency may apply directly to Department of Education. |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| | Headstart (continued)<br><br>PRIORITIES AND SERVICES:<br><br>1. 10% of enrollment opportunities must be available to handicapped children.<br><br>2. Income guidelines poverty line revised annually. 90% of children must be from low income families. | | | |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| Employment | TITLE: Comprehensive Employment and Training Act.<br><br>PURPOSE: Provide job training and employment opportunities for economically disadvantaged unemployed and under-employed persons.<br><br>HOW: Formula grants and project grants to States and units of local government.<br><br>PRIORITIES AND SERVICES:<br><br>Employment, training, classroom instruction and on-the-job training for low income youth and adults. | 29 U.S.C.§ 801 | 20 C.F.R.§ 676 | States make awards in areas where there is no eligible unit of local government. |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| Housing | TITLE: Housing for the Elderly and Handicapped.<br><br>PURPOSE: Provide rental or co-op housing and related facilities for the elderly or handicapped.<br><br>HOW: Direct loans to non-profit corporations and co-ops. | 12 U.S.C.§ 17019 | 24 C.F.R.§§ 1,277<br>29 C.F.R.§ 1 | |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
|---|---|---|---|---|
| Income Support Programs | TITLE: Social Security Act includes the following programs: | | | |
| | 1. Old Age Survivors Disability Insurance (OASDI) for disabled retired workers and their dependents, or survivors of deceased workers. | 42 U.S.C.§ 402 | 20 C.F.R.§ 404 | Administered through state Social Security |
| | 2. Supplemental Security Income (SSI) for aged, blind and disabled (including blind and disabled children) who meet the financial eligibility criteria - need based program. | 42 U.S.C.§§ 1302 2381, 1382, 1383 | 20 C.F.R.§ 416 | States must establish and enforce standards for residential facilities in which SSI recipients live. |
| | 3. Aid for Dependent Children (AFDC) for single-parent families, or families with unemployed or incapacitated parent(s). Financial eligibility criteria - need based program. | 42 U.S.C.§ 1302 | 45 C.F.R.§ 233 | States set eligibility criteria within Federal limits. State shares 50% of cost. Local Welfare Agency will administer. |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| Medical Care | TITLE: Medica'd<br><br>PURPOSE: Provide payment for medical care to public assistance recipients and other medically needy families and individuals.<br><br>HOW: Vender payment to health providers on behalf of eligible recipients.<br><br>PRIORITIES AND SERVICES:<br><br>1. Early Periodic Screening, Diagnosis and Testing (EPSDT) of pre-school and school-age children.<br>2. Hospital, skilled nursing and physicians services mandatory.<br>3. Other services optional (i.e., dental, drugs, optometry, etc.).<br>4. Standards for skilled and intermediate nursing care. | 42 U.S.C.§ 1396 | 42 C.F.R.§ 435 | States set eligibility criteria within federal guidelines.<br>States determine what, if any, optional services to provide.<br>State share of cost - approximately 50%. |
| | TITLE: Medicare<br><br>PURPOSE: To provide hospital and medical insurance for covered services to persons 65 and over and certain disabled persons.<br><br>HOW: Reimburse individuals and provides for reasonable medical costs. | 42 U.S.C.§ 1395c | 42 C.F.R.§ 405 | |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| | Medicare (continued)<br><br>PRIORITIES AND SERVICES:<br><br>1. Individuals who receive Social Security disability payments for 24 months have Medicare coverage beginning the 25th month.<br>2. Renal dialysis and end-stage renal disease are covered by Medicare for insured workers and their dependents.<br>3. Over 65 Social Security recipients. | | | |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| Medical Care - Crippled Children Services | TITLE: Crippled Children Services<br><br>PURPOSE: To provide support to States to extend and improve medical and related services to crippled children.<br><br>HOW: Formula grants to States to be used to pay for medical services. | 42 U.S.C.§§ 711-716 | 42 C.F.R.§ 51a | State Crippled Children's Agency administrates program. |
| Health Services for Infants and Children | TITLE: Maternal and Child Health<br><br>PURPOSE: Reduce infant mortality and improve health of mothers and children.<br><br>HOW: Grants to States for health services and pregnant mothers and children at risk. | 42 U.S.C.§§ 701-704 | 42 C.F.R.§ 51a | States allocate money to local programs. |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| Mental Health | TITLE: Community Mental Health Centers - Comprehensive Services Support.<br><br>PURPOSE: Provide comprehensive mental health services through community mental health centers.<br><br>HOW: Federal project grants to individual communities. Administration is local.<br><br>PRIORITIES AND SERVICES:<br><br>Inpatient, out-patient, day care, emergency services, special services for children and elderly, follow-up services for those discharged from mental facility. | 42 U.S.C.§§ 2681-2696 | 42 C.F.R.§ 54 | NA |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| Nutrition | TITLE: Special Supplemental Food Program for Women, Infants and Children (WIC)<br><br>PURPOSE:<br>1. Supply nutritious supplemental foods and nutrition education to pregnant and lactating women, infants and children.<br>2. Provides school breakfast and lunch programs for low income families.<br><br>HOW:<br>1. Federal cash grants to State Health Departments, Indians and other agencies for supplemental foods.<br>2. Breakfast and lunch available by application to individual schools. Need based program. | 42 U.S.C.§ 1779<br>42 U.S.C.§ 1786 | 7 C.F.R.§ 246 | States frequently administer program through local Health Department. |
| | TITLE: Food Stamp Program<br><br>PURPOSE: Improve diets of low income households.<br><br>HOW: Provide federal funds to assist low income households in obtaining adequate nutrition. Need based program. | 7 U.S.C.§§ 2011-2027 | 7 C.F.R.§ 273 | States usually administer programs through local Welfare Department. |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| Services to Developmentally Disabled | TITLE: Developmental Disabilities Assistance and Bill of Rights Act<br><br>PURPOSE: Assist States to assure that persons with developmental disabilities receive care, treatment and other service necessary to enable them to achieve maximum potential.<br><br>HOW:<br><br>1. Service priority to those not covered under Education for Handicapped Children, Rehabilitation Act, or other programs.<br>2. Grants to States, public and private non-profit agencies and universities for model program and training professionals.<br>3. Fund protection and advocacy support system in each State.<br>4. Standards for non-residential programs.<br><br>PRIORITIES: Case management, child development, alternative community living, non-vocational social development. | 42 U.S.C.§ 6000 | 45 C.F.R.§§ 1385 1386, 1387 | State plan for services to D.D. children.<br>Revise every 3 years.<br>State planning council. |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
|---|---|---|---|---|
| Social Services-General | TITLE: Social Services Amendments of 1974 and Title XX of the Social Security Act.<br><br>PURPOSE: Reduce or eliminate dependency through the provision of necessary services to eligible recipients.<br><br>HOW: Grants to States for services provided by local public and private agencies.<br><br>PRIORITIES AND SERVICES:<br><br>1. Protective services to prevent or remedy abuse, neglect or exploitation of children and adults.<br>2. Day care, especially employment related.<br>3. Home health aide and homemaker services.<br>4. Employment and training services including Work Incentive (WIN) services. | 42 U.S.C.§ 1397 | 45 C.F.R.§ 222 | State sets eligibility within federal limits.<br>State sets priorities within broad national goals.<br>Match money required from state/local services. |

| SUBJECT | TITLE AND SUMMARY | STATUATORY CITATION | FEDERAL REGULATIONS | ROLE OF STATES |
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| Vocational Rehabilitation Services | TITLE: Rehabilitation Act of 1973 as amended.<br><br>PURPOSE: Develop comprehensive, coordinated programs of vocational rehabilitation and independent living.<br><br>HOW: Grants to states by Department of Education.<br><br>PRIORITIES AND SERVICES:<br><br>1. Counseling, guidance, referral, placement, vocational training, mental and physical restoration services and other services necessary for self-sufficiency.<br>2. Individual Rehabilitation Plan. | 29 U.S.C.§ 720 | 45 C.F.R.§ 1361 | State plan for services. Continually renewable 3-year plans. |

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